

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 4 October 2016

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 12 October 2016.

1. **CARER INFORMATION AND SUPPORT WORKER POSTS** 1 - 22

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor P Murphy

AUTHOR: Bernard Boniface – Adult Safeguarding Manager

CONTACT DETAILS:
Tel: 0781 800 8474
E-mail: BernardBoniface@monmouthshire.gov.uk

2. **MUSEUM ACCREDITATION POLICIES** 23 - 94

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor R J W Greenland

AUTHOR: Rachael Rogers, Curator Abergavenny Museum

CONTACT DETAILS:
Tel: 01873 854282
E Mail: rachaelrogers@monmouthshire.gov.uk

3. **REQUEST FOR CHANGE IN ESTABLISHMENT** 95 - 108

Division/Wards Affected:
CABINET MEMBER: County Councillor P. Murphy

AUTHOR: Ruth Donovan – Assistant Head of Finance: Revenues, Systems & Exchequer

CONTACT DETAILS:

Tel: 01873 644592

E Mail: ruthdonovan@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Organisational Development Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.</p> <p>Environment, Public Services & Housing Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.</p>	<p>WLGA Council WLGA Coordinating Board Local Service Board</p> <p>SEWTA SEWSPG</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Innovation, Enterprise & Leisure Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P.A.D. Hobson (Deputy Leader)	<p>Community Development Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.</p>	<p>Community Safety Partnership Equalities and Diversity Group</p>	Larkfield
E.J. Hackett Pain	<p>Schools and Learning School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.</p>	<p>Joint Education Group (EAS) WJEC</p>	Wyesham
G. Burrows	<p>Social Care, Safeguarding & Health Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending. Health and Wellbeing.</p>	<p>Gwent Frailty Board Older Persons Strategy Partnership Group</p>	Mitchel Troy
P. Murphy	<p>Resources Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.</p>	<p>Prosiect Gwrydd Wales Purchasing Consortium</p>	Caerwent
S.B. Jones	<p>County Operations Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.</p>	<p>SEWTA Prosiect Gwrydd</p>	Goytre Fawr



Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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SUBJECT:	CARER INFORMATION AND SUPPORT WORKER POSTS
MEETING:	SINGLE MEMBER DECISION
DATE:	
DIVISION/WARDS AFFECTED:	ALL

NON-PUBLICATION

(Insert appropriate non publication paragraph if necessary)

1. PURPOSE:

To increase the hours of the vacant post of Carer Information and Support worker based in the Monmouth Integrated Team funded by a decrease in hours from the equivalent post in the Chepstow Integrated Team thus ensuring that each Team has access to the same level of support.

2. RECOMMENDATIONS:

That the increase in hours of the post be approved.

3. KEY ISSUES:

The Carer Information and Support Worker bases in the Monmouth Integrated Team will be leaving her post on 4 October. The post is currently for 2 days (14.8 hours). The equivalent post-holders in the 2 other Integrated Teams work 30 hours (Chepstow) and 22 hours (Abergavenny) respectively. The post-holder based in the Chepstow Team has requested that she reduces her hours to 22.5 per week for personal reasons. This scenario provides an opportunity to re-balance the 3 posts to provide an equivalent resource in each of the Teams. To achieve this requires an increase in the hours of the Monmouth post to 22 when we recruit. This will be a permanent arrangement.

4. REASONS:

The current structure of the Carers Team has developed organically over many years and this has led to the current disparity of provision based in the Integrated Team. The Monmouth Vacancy and the requested reduction in hours provides an opportunity to redress this disparity.

5. RESOURCE IMPLICATIONS:

The changes will be made entirely within current resources in cost centre S.160. In fact the changes result in a small saving equivalent to 0.8 hours of a post.

6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)

THERE ARE NO IMPLICATIONS.

7. CONSULTEES:

- Current Post-holders
- Ailsa Macbean – Service Manager
- Andrew Burford – Integrated Team Manager
- Julie Boothroyd – Head of Adult Services
- Tyrone Stokes – Divisional Accountant

8. BACKGROUND PAPERS:

Job Description

9. AUTHOR: Bernard Boniface – Adult Safeguarding Manager

10. CONTACT DETAILS:

Tel: 0781 800 8474

E-mail: BernardBoniface@monmouthshire.gov.uk

ROLE ADVERT

ROLE TITLE: Carers Information and Support Worker

PERMANENT:

POST ID: SAS024

GRADE: BAND F SCP 25 – SCP 29

HOURS: 22 Per Week

LOCATION: Monnow Vale, Monmouth which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

(ch) Welsh language skills are not necessary.

PURPOSE OF POST:

To provide a source of advice and information about carers to the teams. To work in partnership with the Monmouthshire Carers Project - a range of agencies - to meet the needs of carers. To undertake carer assessment under the provisions of the Social Services and Well-being Act 2014.

Should you require any further information regarding this post, please contact: Bernard Boniface, Adult Safeguarding Manager Tel: 0781 800 8474

Closing Date: 12 noon on (Insert Date) 2016

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

ROLE TITLE: Carers Information and Support Worker

PERMANENT:

POST ID: SAS024

GRADE: BAND F SCP 25 – SCP 29: £22,434 - £25,694 pro rata

HOURS: 22 Per Week

LOCATION: **Monnow Vale, Monmouth** which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO: Adult Safeguarding Manager

WELSH LANGUAGE ASSESSMENT:

(ch) Welsh language skills are not necessary.

Carers Team - Who are we?

Our Purpose:-

The Carers Team is the Local Authority element of the Carers Project, a partnership of statutory and voluntary organisations working together to improve support for carers. The Team is responsible for:

- Providing information and advice to carers and staff working with carers.
- Commissioning services for carers.
- Undertaking and supporting carer assessments.
- Supporting carers to achieve their outcomes.

The Purpose of this Role:-

To act as a resource for advice and information about carers to the teams. To work in partnership with the Monmouthshire Carers Project - a partnership of agencies - to support carers to achieve their personal outcomes. To undertake carer assessments under the provisions of the Social Services and Well-being Act 2014.

Expectation and Outcomes of this Role:-

You will be expected to ensure that carers are supported in their caring role by providing and supporting carer assessments, ensuring colleagues in the teams are equipped to support carers based on your advice and information and by working in

partnership with a range of organisations to improve identification and support of carers.

Your responsibilities are to:-

1 – To provide information and advice to staff in the Integrated Team and other teams about the support available for carers.

2 – To work in partnership with statutory, voluntary and private providers in order to achieve the outcomes identified by carers.

3 – To work with the teams, primary care and other services to improve the identification of and support to carers.

3 - To participate in a range of team meetings in order to develop expertise and to raise awareness of carers' issues.

4 – To demonstrate flexibility, creativity and flair in achieving the desired outcomes for carers.

5 – To help plan and participate in a range of events for carers.

6 – To undertake carer assessments where appropriate.

7 – To maintain a record of the involvement with the carer on the client record system.

8 – To report any actual or suspected safeguarding issues identified as a result of the work with carers.

9 – To be sensitive to potential social needs or matters of concern and to adhere to a strict code of confidentiality.

10 - To be able to manage own workload and prioritise based on need and risk.

11 – To maintain safe working practices for self and others in accordance with the Authority's policy on health and safety at work.

12 – To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Here's what we can provide you with:-

- Regular individual and peer supervision.
- Training and personal development.
- The opportunity to shape the work of the Team.
- The opportunity to work with a range of partners.
- An interesting and multifaceted role.

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

Requirements	Weighting High/Medium/Low	How Tested
1 – Education / Qualifications / Knowledge		Interview
1.1- Knowledge of current principles of assessment and identifying desired outcomes for carers.	High	Interview
1.2- Knowledge of the Social Services and Well-being Act 2014.	Medium	Interview
2 - Experience		
2.1 – Previous experience of working with vulnerable adults or children and their carers.	High	Application Form and Interview
3 – Aptitude and Skills		
3.1 – Effective communication skills (both written and oral).	High	Application Form and Interview
3.2 – An understanding of the importance of confidentiality	High	Interview
3.3 – The ability to work effectively both individually and as part of a team.	High	Interview
4 - Personal Attributes		
4.1 – A willingness to develop skills and knowledge through training.	High	Application Form
4.2 – A creative approach to meeting needs.	High	Interview
5 – Circumstances		
5.1 – Applicants must possess a valid driving license and have the use of a car for which the MCC agreed mileage allowance will be paid.	High	Application Form
6.1 – Being comfortable and adaptable in undertaking carer’s assessments within a home environment.	High	Application Form and Interview
6 – Equal Opportunities		
6.1 – An understanding of the principles of equal opportunities and how it applies to this role.	High	Interview

**Should you require any further information regarding this post, please contact:
Bernard Boniface – Adult Safeguarding Manager Tel 0781 800 8474**

1. **Closing Date:** 12 Noon on **(Insert Date)** 2016

HYSBYSEB SWYDD

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? a all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

ASESIAD Y GYMRAEG:

(a) Sgiliau yn y Gymraeg yn hanfodol;

(b) Angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd;;

(c) Sgiliau yn y Gymraeg yn ddymunol; neu

(ch) Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

DISGRIFIAD O'R SWYDD:

Copy "Purpose of Post" from English version – that needs to be translated into WELSH

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Recruiting Managers Name and Title Ffôn: (Recruiting Managers Telephone Number)

Dyddiad cau hanner Ddydd (closing date in English to be translated to WELSH) 2016

Gofynnir i chi nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed, NP26 9AN

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig. **(Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check statement - If applicable keep this statement in (welsh only), if not please delete it all)**

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

PROFFIL Y RÔL

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? which may change in the future if the service location needs to relocate. Relocation

YN ATEBOL I: (Insert the title of the person the new job holder will report to)

(Insert the name of the team or service).....Who are we?

Ein Diben:-

Copy “Our Purpose ” from English version – that needs to be translated into WELSH

Pwrpas y Rôl hon:-

Copy “The Purpose of this Role” from English version – that needs to be translated into WELSH

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Copy “Expectation and Outcomes of this Role” from English version – that needs to be translated into WELSH

Bydd eich cyfrifoldebau yn cynnwys:-

Copy “Your responsibilities are to” from English version – that needs to be translated into WELSH

Dyma beth I ni gallu darparu I chi:-

- (Copy list benefits or support that you can offer from English version – that needs to be translated into WELSH.)

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Manyleb Person

Sut fyddwch yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

- (Copy list all of the knowledge, skills and attributes required to do post from English version – that needs to be translated into WELSH.)

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Recruiting Managers Name and Title Ffôn: **(Recruiting Managers Telephone Number)**

Dyddiad cau hanner Ddydd (closing date) 2016



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Bernard Boniface</p> <p>Phone no: 0781 800 8474 E-mail: BernardBoniface@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p style="text-align: center;">Increase of Hours of Carer Information and Support Worker Post</p>
<p>Name of Service Social and Health Services – Carers Team.</p>	<p>Date Future Generations Evaluation 14/09/16</p>

NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc





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Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	N/A	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	N/A	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The post contributes significantly to improving the situation for carers whose caring role has been demonstrated to impact their health and well-being	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The post contributes to enabling carers to remain connected to their communities rather than becoming isolated by their caring roles.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	This post contributes to enabling carers participate in sport, art and recreation rather than becoming isolated by their caring role.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The post contributes to enabling carers fulfil their potential despite their caring responsibilities. As carers are predominantly female this contributes to tackling gender inequality.	

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>N/A</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>This post is part of a multi-agency Carers Team comprising staff from MCC and a range of 3rd sector agencies. The Team also works closely with the ABUHB Carers Measure Team and with its counterparts in the other Gwent Local Authorities.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Carers are regularly and effectively consulted over all initiatives that affect them. This post leads on these consultation processes.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This post supports the development of services for carers. Supporting carers keeps them healthy, connected to their communities and in turn they save health and social services significant amounts of money through the care they provide.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>One of the key responsibilities of this post is developing the partnership working across statutory and 3rd sector agencies that support carers.</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Because of the demographics of Monmouthshire most carers care for elderly people. Supporting carers contributes to supporting older people.	None	
Disability	This post contributes to supporting carers to care for disabled or frail people.		
Gender reassignment	N/A		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	N/A		
Pregnancy or maternity	N/A		
Race	N/A		
Religion or Belief	N/A		
Sex	<i>The post contributes to enabling carers fulfil their potential despite their caring responsibilities. As carers are predominantly female this contributes to tackling gender inequality.</i>		
Sexual Orientation	N/A		
Welsh Language	N/A		

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	N/A	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	N/A		

5. What evidence and data has informed the development of your proposal?

N/A

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6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

N/A

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A			

8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Through supervision and annual appraisal.
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	<i>Single Member decision.</i>		

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SUBJECT:	MUSEUM ACCREDITATION POLICIES
MEETING:	INDIVIDUAL CABINET MEMBER DECISION
DATE:	12th October 2016
DIVISION/WARDS AFFECTED:	Countywide

1. **PURPOSE:**

1.1 To seek approval of the following policies:

- Monmouthshire Museums Service Collections Development Policy
- Monmouthshire Museums Service Collections Documentation Policy
- Monmouthshire Museums Service Care and Conservation Policy
- Monmouthshire Museums Service Environmental Sustainability Policy
- Abergavenny Museum Access Statement
- Caldicot Castle Access Statement
- Chepstow Museum Access Statement
- The Nelson Museum and Local History Centre, Monmouth Access Statement

1.2. All of these policies are essentially the same as those approved in 2013 for the last round of Museum Accreditation, with small updates as needed.

1.3. It is a requirement of Accreditation that a Forward Plan is submitted. This work is currently being carried out by Museum Service Officers. Arts Council England and Museums, Archives, Libraries Division, Welsh Government who administer the scheme are aware there will be a delay in us seeking approval for the Forward Plan. It is our intention that we will bring this for approval before the end of 2016 to complete the full set of approvals required for Full Accreditation.

2. **RECOMMENDATIONS:**

2.1 That the policies be adopted.

3. **KEY ISSUES:**

3.1. Abergavenny Museum, Caldicot Castle, Chepstow Museum, Monmouth Museum administered by Monmouthshire County Council are all 'Accredited' under the national scheme administered by Arts Council England via MALD (Museums, Libraries, Archives, Division, Wales). The Accreditation process requires museums to meet minimum standards for a range of service provision. Only Accredited Museums are eligible for central government controlled funding schemes and other support, such as Lottery and the grant schemes administered by CyMAL: Welsh Assembly Government.

3.2. The revisions made to the previous policies are all considered to be 'non-contentious', in that they are in keeping with the spirit and purpose of the previous policies and do not involve any unavoidable additional financial commitments or obligations for the Council. All of the policies are based on templates recommended by professional museum bodies and take into account national legislation and local issues.

4. REASONS:

- 4.1. The Accreditation Scheme invites museums to seek Accreditation approximately every three years. Evidence must be submitted to show that the revised policies have been formally approved under delegated powers.

5. RESOURCE IMPLICATIONS:

- 5.1 'Accredited' status for the Council's museums is regarded as essential in order to maintain eligibility for a range of outside funding, advice and support.
- 5.2 The policies will not commit the Council to additional expenditure.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

- 6.1. The policies will not have any negative impact on sustainable development and equality. They will have a positive impact in elements of each of the key priority areas.
- 6.2. The actual impacts from this report's recommendations will be reviewed every 3 years. The criteria for monitoring and review will include any significant changes to the policies.

7. CONSULTEES:

Cath Fallon, Head of Economy and Innovation
Matthew Lewis, Countryside Manager
Kate Edwards, Caldicot Castle
Hazel Clatworthy, Sustainability Community Officer
Anne Rainsbury, Deputy Museums Officer/Curator, Chepstow Museum
Megan de Silva, Objects Conservator, Monmouthshire Museums Service
Phil Wensley, Museums Standards and Performance Officer, MALD
Annette French, Accreditation Manager, Arts Council England

8. BACKGROUND PAPERS:

- Monmouthshire Museums Service Collections Development Policy
 - Monmouthshire Museums Service Collections Documentation Policy
 - Monmouthshire Museums Service Care and Conservation Policy
 - Monmouthshire Museums Service Environmental Sustainability Policy
 - Abergavenny Museum Access Statement
 - Caldicot Castle Access Statement
 - Chepstow Museum Access Statement
 - The Nelson Museum and Local History Centre, Monmouth Access Statement
- All proposed for endorsement.

9. AUTHOR:

Rachael Rogers, Curator Abergavenny Museum

10. CONTACT DETAILS:

Tel: 01873 854282

E-mail: rachaelrogers@monmouthshire.gov.uk

Chepstow Museum - Access Statement

Introduction

This statement, deals in the main with issues of geographical and physical access. However matters of, intellectual, social, and cultural access, including the provision of access to our service through the Welsh language are also addressed.

Please note “The access statement does not contain personal opinions regarding our suitability for those with disabilities but aims to describe the facilities and services we offer for all our visitors.”

Chepstow Museum is located in the town of Chepstow. It is one of three museum buildings directly run by Monmouthshire County Council Museums Service. Its home is a fine Grade II listed 18th century town house, Gwy House, located in Lower Chepstow, opposite Chepstow Castle car park and the Tourist Information Centre, in what Monmouthshire County Council is now designating the ‘cultural quarter’ of Chepstow, and certainly the tourist main destination. There are currently six gallery spaces housing displays about the history and development of the town, the working life of the town and its people, their leisure activities, domestic life, the history of Gwy House itself, Views of Chepstow Castle, as well as a gallery for changing exhibitions. It also has an attractive and well stocked retail area selling appropriate retro and period gifts, cards, toys, games etc. At the rear of the museum is a boat house displaying a conserved traditional salmon fishing boat from the Wye. Most workshops, lectures and large scale events are held in the nearby Drill Hall just behind the Museum.

Practical Information

Chepstow Museum
Gwy House
Bridge Street
Chepstow
Monmouthshire
NP16 5EZ

Tel: 01291 625981
e-mail: chepstowmuseum@monmouthshire.gov.uk
Follow us on twitter: @chepstowmuseum
www.chepstowmuseum.co.uk

Admission Free

Opening Hours:

Monday – Saturday (inc Bank Hols) 11-5, Sunday 2-5
Extended hours July-Sept inclusive, open 10.30am, close 5.30pm
Reduced hours Nov-Feb inclusive, close 4pm
Closed, Christmas Day, Boxing Day and following, & New Years Day

Pre-booked group and school visits can be arranged out of normal hours

Geographical Access

Train

Chepstow Station is approximately 5-10 minutes walk away from the museum. Taxis are often available at the station. There is a car park close by in Station Road. For further information follow this link

<http://www.nationalrail.co.uk/stations/cpw/details.html>

or telephone National Rail enquiries on 0845 748 4950

Coach and Bus

National Express coaches direct to London Victoria, Heathrow, Gatwick, Cardiff, Swansea & West Wales, from Chepstow Bus Station in Thomas Street, 5-10 minutes walk from Museum.

<http://www.nationalexpress.com/home.aspx>

Buses direct to Bristol, Newport, Monmouth, etc also from Chepstow Bus Station, to Lydney, from bus stop opposite the Museum

For online information about bus timetables, follow this link

<http://www.monmouthshire.gov.uk/publictransport/>

For online information for public transport, follow this link.

<http://www.traveline-cymru.info/>

Car

The Museum does not have its own dedicated car parking, but there is a large public car park just across the road: Chepstow Castle Car Park has 99 car spaces and 5 coach spaces, 4 disabled spaces (which are free). This is a Pay & Display car park, free on Sundays, and free at all times for disabled and motorbike parking.

The Drill Hall where Museum events are often held has a car park adjacent. This is only 2 minutes from the Museum entrance too. 80 Car spaces, 3 disabled spaces. No coaches. Pay & Display (free on Sundays and free at all times for disabled and motorbike parking)

For Chepstow Car Parking information online follow this link

<http://www.monmouthshire.gov.uk/parking/>

Disabled parking

The 4 disabled parking bays in the car park across Bridge Street are located almost directly opposite our main entrance, There would be a distance of c25 metres to our main entrance.

Bikes

There are railings in the museum forecourt which may be suitable for chaining a bike. We cannot guarantee the security of the bike while on our premises. Chepstow is on the National Cycle Network (Route 4, London – Fishguard) and the Celtic Trail. For more information:

<http://www.sustrans.org.uk/what-we-do/national-cycle-network>

Walkers

Chepstow is at the start/finish of several major hiking routes: Offa's Dyke Path, The Wye Valley Walk and the Wales Coast Path, with markers near the Museum on the Riverside. Chepstow also has Walkers are Welcome status.

Physical Access

The Museum's status as Listed Building makes changes to improve access more problematic but our policy is to enhance access to the building and museum collections for those with a physical and sensory disability.

Entrance

The main entrance is approached from Bridge Street on to a level forecourt. There are two shallow steps up to the portico entrance. The double doors which are fixed open during opening hours (118cms opening width), open into a small lobby. Push chairs can be left here, and school groups can leave bags and coats and there is an umbrella stand. There are notice boards here with posters for community and regional events, and leaflet racks for local attractions and other local information. An internal single glazed door which is normally closed, can be pushed or pulled open (83cms wide) and opens by the reception desk into the entrance hall.

Ramped entrance

There is a ramped entrance with railing alongside, from the Museum forecourt on the left hand side of the building leading up to double doors, where there is a bell. Front of house staff assist with the opening of the doors and entry into the museum at this point.

Reception

The reception desk is always manned by our front of house staff who welcome everyone to the Museum. Staff request large bags and rucksacks to be left with them here (to avoid any collisions with clocks and other period furniture on open display). There is an induction loop in this area. Trails and quiz sheets are also made available at the desk. Wi-Fi is available in the public areas.

The museum shop also occupies the entrance hall. There is room to manoeuvre a wheelchair or a pushchair. Top shelves would not be accessible from a seated position but front of house staff will assist.

The arched areas of the entrance hall have elaborate plasterwork ceilings and at the far end the cantilevered staircase to the first floor forms an area beneath with a display cabinet about Chepstow's WW1 VC Able Seaman Williams, Galleries and corridors to galleries open off this entrance hall through doorways all just over 1 metre wide. The entrance hall also houses some of the Museum collections of late 18th and early 19th century long case clocks from Chepstow clockmakers.

Toilet facilities

On the ground floor, off the corridor leading from the entrance hall, there are two unisex toilets with washbasins and hand driers, one of which, (189cms x 196cms) designed for wheelchair access, also has baby changing facilities. Signage on the doors is also in Braille. The wheelchair accessible toilet has a sliding door (76cms opening width) toilet with contrasting seat, wash hand basin, hot water provider, soap dispenser, hand drier, alarm pull, 4 grab rails, toilet roll dispenser (52cms from floor) bin, full length mirror.

Flooring

Lobby and entrance have terrazzo floor and the entrance hall has stone tiles. The changing exhibitions gallery has original wooden floorboards. Other galleries and corridors have carpet tiles but there are no deep piles. The toilet facilities are quarry tiled. The stairs are partially carpeted with nosings that also provide differentiation.

Lighting

The reception area and shop are brightly and evenly lit. Lighting in most of the galleries is sensor operated so that the majority of the lights are activated by the visitor. Stairwell and corridor galleries are constantly lit at optimum levels. Light levels in some areas are low due to conservation needs of more vulnerable objects.

Displays

On the ground floor, there are two galleries opening off the entrance hall:

the Story of the Development of the Town includes a central display with reconstruction paintings of the town throughout its history. There are cased displays for objects and wall mounted framed displays for prints, photos and other 2D material. Labels have a hierarchy with larger text and smaller text for individual objects. Small text is minimum of 14 point mostly larger. Larger Subject headings in acrylic lettering above cases and panels.

The room also has a 'teddy bear house' for children to select a bear to take around the museum with associated family trails on different themes...

Changing Exhibitions gallery includes fold out wall panels for maximum display of 2D material. Two built in wall cases with internal lighting. Throughout museum 2D work is hung to level to ensure visibly accessible to all users wherever possible.

A corridor from the entrance hall leads to a room with reconstructions of Hospital and School – both phases in the History of the House. The corridor continues with displays about Chepstow at Play framed wall panels of photographs, programmes etc and accompanying labels, suspended penny farthing and large poster for the film of Ivanhoe made in Chepstow in 1913.

The corridor leads to the largest gallery in the Museum (a 1930s extension to the Georgian house, built on as a hospital ward) with displays and recreations of aspects of Chepstow's working life, once important port and busy market town. Many of the cases are built into frameworks that complement the theme of the display eg vaulted cellar for the Wine Trade, recreation of Old Bank doorway for history of banks, old Shop front for displays about shops in the High street etc. This gallery includes new computer touch screen interactives, installed at a height suitable for users in wheelchairs.

The first floor galleries are accessed currently only by shallow stairs up the original curved cantilevered staircase from the entrance hall, below an oval domed skylight. Wheelchair access is currently not possible to the first floor.

The walls of the stairwell are hung with oil paintings of Chepstow and the Wye.

The first floor landing also has longcase clocks, some period furniture, paintings, and display case.

Galleries opening off the landing:

The Print Room – Wall hung framed prints of Chepstow castle with contemporary visitors comments; the room also houses an activity station for young visitors with drawers including craft activities as well as quests to take around the museum, puppets, period toys and other activities related to the displays. There is also a dressing up box with Victorian children's clothing, and a specially created big book about a young girl's first visit to Chepstow Museum, with an associated bag of objects to handle. Surfaces to use for these activities include a plan chest (housing conservation board) and the tops of cupboards which also house the museum's paper collections. Domestic History – cased displays of 19th and early 20th century objects on the themes of washing, ironing, cooking, hairdressing, etc and some free standing associated exhibits.

Wye Tour Gallery (in the course of completion) featuring a reconstruction of part of a Wye Tour boat in which visitors can experience various interactive and filmic interpretations of the tour down the river from Ross to Chepstow popular with visitors in late 18th /early 19th century.

At the back of the Museum – Boat House display

Accessed independently around the outside of the building, on level surface, through wide back gates and onto bonded gravel area, the reconstructed Chepstow boat house displays a conserved late 19th century local traditional salmon fishing stopnet boat. Touch screen interactive interpretation incorporating filmed oral histories cut with archive photos and documents.

Intellectual Access

Displays are designed to attract and engage visitors catering for different learning styles, needs, and levels of knowledge. As well as conventional panels and cased displays, there are atmospheric reconstructions and interactives.

There are 8 touchscreen interactives. All have been designed with retuning local visitors in mind so that there are different levels of fuller content. Some have been designed to give greater access to our collections – especially photographic archive, others to enable bigger stories / more information to be more interestingly accessed. There are different styles of interactive – game based, photo archive, ‘journey based’, story based, oral history etc.

Other interactive exhibits include – hidden doors that when opened reveal birds and animals of the We Valley and the sound they make. Film is also being used in the new Wye Tour gallery, as are more basic interactive ways of looking at text and pictures.

Objects to handle and reproduction clothing, are also used to actively engage young and old.

Handlists or leaflets have been substituted for labels in changing exhibitions largely composed of paintings (so that users are not constantly moving backwards – to look at the picture - and forwards – to read the labels)

Members of staff where possible provide assistance and additional information or take enquiries for further in depth information.

Occasional use of costumed interpreters within the museum, as well as talks, dayschools, events and workshops on specific themes are all employed to stimulate and satisfy access to knowledge and information about the collections, exhibitions, Chepstow and the locality.

Photographs and other items from the collections have already been used to take history onto the streets of Chepstow in ceramic wall tiles that form part of the town trail, and results of research (eg the history of shops in the High Street) on to plaques in the pavement. Images and information made accessible at all hours to locals and visitors alike.

Our aim is to employ varied and appealing ways, using new technologies where appropriate, to improve intellectual access to the Museum collections and their stories, and to encourage and engage with new and wider audiences as well as our established visitors and users.

Social and cultural access

We continue to tackle real or perceived cultural and social barriers. Free entry to the Museum is an important plank of this policy. Events and workshops all have a reduced cost admission (concession rates) for Senior Citizens, Students, young people, disabled and their carers, and unwaged.

We will continue to undertake initiatives to reach and engage with different sectors of the community, for example by taking displays and activities from the museum out to other unrelated events, setting up a ‘pop up museum’ in a vacant High Street shop for a short term project, and recruiting volunteers for different projects from a wider age and interest base.

We recognise Welsh as an official language and its equal status with English. Newly generated exhibition content is bilingual as are associated publicity and publications where possible. New touch screen interactives have bilingual options.

Additional information

- All staff receive training that includes disability awareness and customer care.
- Assistance dogs are welcome inside the museum. Non-assistance dogs are not.
- All measurements are approximate.
- We welcome suggestions on improving our service through comments books, phone, email etc.

Abergavenny Museum and Castle - Access Policy Statement

1. Introduction

This statement, deals in the main with issues of geographical and physical access. However matters of, intellectual, social, and cultural access, including the provision of access to our service through the Welsh language are addressed in sections 5-8.

Please note: "The access statement does not contain personal opinions regarding our suitability for those with disabilities but aims to describe the facilities and services we offer for all our visitors."

Abergavenny Museum and Castle is situated within its own Grounds and is located within easy walking distance of Abergavenny town centre in the beautiful county of Monmouthshire. It is one of the three museums run and managed by Monmouthshire County Council. The Museum has an active programme of temporary exhibitions, special events and a permanent display of museum collections relating to various aspects of life in Abergavenny and it's out lying villages through the ages. It also has a well stocked gift shop selling specialist books, postcards, toys, Museum and Castle souvenirs and a range of crafts from a local artist collective 'Made in Monmouthshire'.

2. Practical Information

Abergavenny Museum and Castle
Castle Street
Abergavenny
Monmouthshire
NP7 5EE

Tel: 01873 854282

Email: abergavennymuseum@monmouthshire.gov.uk

Website: www.abergavennymuseum.co.uk

T: www.twitter.com/AberMuseum

F: Find us on Facebook- Abergavenny Museum

Opening Times:

March to October: Monday to Saturday 11 am – 1 pm and 2 pm - 5pm,
Sunday 2 pm – 5 pm.

November to February: Monday to Saturday 11 am – 1 pm and 2 pm - 4 pm.

Admission Free

Pre-arranged group and school visits can be arranged out of normal hours.

3. Geographical Access

Arriving at the Museum and Castle

Train

The nearest railway station is Abergavenny located on Station Road, which is approximately 15 minutes walk away. Taxis are normally available at the station. There is a pay and display car park located at the Station. For further station information about the station: telephone National Rail enquires on 0845 748 4950 or follow this link.

<http://www.nationalrail.co.uk/stations/agv/details.html>

Bus

The bus station is approximately 10 minutes walk from the Museum and Castle and is located on Monmouth Road. You can also find Tourist Information located here. Bus Information is available throughout the year by telephoning 0871 200 2233 from 7 am – 10 pm daily. For online information for public transport, follow these links:

<http://www.monmouthshire.gov.uk/index.php?id=publictransport>
www.travelinecymru.info

Car

A small free car park is available for visitors to the Museum and Castle grounds. There are a number of public car parks nearby. The nearest is Castle Street Car park located very near to the Museum and Castle entrance.

<http://www.monmouthshire.gov.uk/index.php?id=parking>

Bikes

There are some railings in close proximity to the main entrance which may be suitable for chaining a bike. We cannot guarantee the security of the bike while on our premises. The Museum and Castle is located near to the National Cycle Route NCN 8 – Lôn Las Cymru.

For national cycle network and route information, telephone 0845 113 0065.

More information is available on www.sustrans.org.uk

<http://www.sustrans.org.uk/map?searchKey=Search+our+mapping&searchType=search&Search=Find#329909,214045,5>

4. Physical Access

Please Note. The Museum building is listed and is set within an ancient monument. This makes necessary changes to improve access more problematic than might be found in other settings. However it is central to our policy to continue to enhance access to the buildings and collections for those with a physical or sensory disability.

Disabled parking

There is no dedicated disabled parking. However the car park is on one level and there are no steps between the car park and the museum. NB: The grounds of the Castle are uneven.

Arrival

The main entrance to the museum is approached via a gradual ramp from the Museum and Castle car park within the Castle grounds. The entrance door is normally fixed open during opening hours and is a double door with a width of 110 cm. This leads straight into a large vestibule measuring 361 cm by 251 cm. Our large community notice board is situated in here along with some tourist information. An umbrella stand is available for use. A double spiral staircase leads from here to our staff working areas. Straight facing is an internal glass door which is normally closed but has automatic door openers for optional use. The width of this door is 82.5 cm.

Reception

This door opens to our main reception, which is well-lit, with a reception desk to your immediate right as you enter. The shop is located opposite the reception desk on the left hand side as you enter the museum, all leading straight into the Keep gallery.

Link Corridor

From here, a short flight of steps lead down to the museum unisex and disabled toilet and baby changing facilities. Several fixed hooks for hanging coats are opposite the toilet door. Tourist information can also be found here.

Lower Gallery

Two short flights of steps going downwards with handrails lead to the Lower Gallery. This houses our changing programme of exhibitions. Disability access to this gallery is possible via a ramp leading from the Castle grounds. Please speak to the Custodian on duty to gain directions.

Basement

Continue through the Lower Gallery to the right and a steep flight of stairs with a handrail leads you downwards to our World War II Anderson Shelter with sound effects. A small set of steps leads down again to our Saddlers and leather working tools display, our Victorian Welsh Kitchen and our 1940's local Grocery Store. Please note, wheel chair access is not possible to the basis and those with mobility issues should take care.

Exit the Museum by taking a backwards route, up all the stairs. The reception desk is staffed during opening hours and is located less than 1 metre away from the internal entrance door. The reception desk has been designed to accommodate the needs of different users and is 78 cm high at its lowest point. Family backpacks can be borrowed for a non monetary deposit for family fun in the Castle Grounds. Our donation box is also located here.

Shop

The floor of the shop is level. High display shelves may not be accessed from a seated position. Staff are available to provide assistance. There is room to manoeuvre a pram or a wheelchair. Souvenirs including Abergavenny Museum and Castle guide books can be purchased from the Reception desk.

Toilet facilities

There is a unisex WC located on the ground floor near the main entrance which is wheelchair accessible via a double door width measurement of 116 cm. Toilet facility measurements 137.5 cm by 166.5 cm and comprise of toilet, wash hand basin, hot water provider, soap dispenser, automatic hand drier, baby changing table and a general purpose bin. The toilet roll dispenser is placed 108 cm from floor level. There is short handrail fixed to the wall.

Flooring

The floor of the entrance vestibule is both quarry tiled and carpeted. The spiral stairs for accessing workspace are metal. The reception area, shop and Old galleries are carpeted throughout. All of the stairs are stone with the exceptions of a small flight between the Keep and the Lower Gallery which are carpeted. The flooring of the toilet facilities on the ground floor is vinyl tiled.

Displays

The displays in the keep gallery feature 2D works and all work is captioned with text size 14 or above. 2D works are hung to a level to ensure as visibly accessible to users as possible.

There are a number of stairs to access the gallery and display areas. A small flight of stone steps to access the toilet facilities and a further flight of stone steps plus a smaller flight of carpeted steps these with a left hand bend to access the Old gallery. These steps can be by-passed via a ramp to the Lower Gallery, by contacting the reception staff. A steep and long flight of steps provides access to the displays in the area of the 1940's general store. Staff and visitors by appointment have a double flight of metal spiral stairs to climb to access our work space and the Curator's office. All stairs have handrails along side them.

The displays in the museum in the Keep and Lower Galleries are a combination of works within glass or Perspex display cases, open display, and panels with a combination of bilingual (Welsh and English) text and images. We try to ensure text on these wall panels is at least size 16 with smaller captions at size 14. A large print copy of wall display texts can be made available on request.

Lighting

The reception and shop are well and evenly lit. The galleries are normally well and evenly lit except on occasion when light levels need to be lowered for conservation needs of specific art works. The stairs to the museum are well lit but some rooms in the museum displays have low light levels, due to the conservation needs of more vulnerable museum objects.

5. Intellectual access

We recognise that there can be intellectual barriers to access to our collections and events, and to overcome this, our displays are designed with regard to informing visitors with differing learning styles, prior knowledge, and/or abilities.

We provide three listening posts, one in the Old Gallery, one in the Welsh Kitchen and one in Basil Jones Grocery store. We have a wall mounted television screen which shows photographs on loop relevant to current exhibitions in the Old Gallery and all these provide interest to the exhibitions. Pre-arranged tours for groups, schools, colleges with specific needs can be arranged.

There are opportunities for handling objects and trying on replica costume throughout the museum.

We encourage the widest possible audience to study the collection and seek ways to improve and extend access to information and scholarly research. We consult with users, non-users, specialist organisations, and other museums and galleries, on the best and most practical ways of improving intellectual access.

Members of staff on duty will where possible provide assistance and additional information.

6. Social access

It is our policy to remove social barriers to access by ensuring that entry at low cost or no charge is offered for the Museums and special events, and where charges have to be made

7. Cultural access

We recognise that cultural or social barriers to accessing the Museum and its collections may exist. To challenge and overcome these barriers we will continue to undertake initiatives to reach different sectors of the community, and engage them with the Museum and its collections.

8. Welsh language

We recognise Welsh as an official language and its equal status with English. We therefore make as much of our offer available in Welsh as we can. This includes, our exhibition panels and captions, a selection of published material and our website is content.

9. Additional information

- All staff receives training that includes disability awareness and customer care.
- Assistance dogs are welcome inside the museum and gallery and Castle grounds. Non-assistance dogs are not.
- All measurements are approximate.
- We welcome suggestions on improving our service through comments books, phone, email etc.

Nelson Museum & Local History Centre, Monmouth – Access Statement

Introduction

This statement, deals in the main with issues of geographical and physical access. However matters of, intellectual, social, and cultural access are also addressed.

Please note “The access statement does not contain personal opinions regarding our suitability for those with disabilities but aims to describe the facilities and services we offer for all our visitors.”

The Nelson Museum & Local History Centre is located in the centre of Monmouth. It is one of three museum operated by Monmouthshire County Council’s Museum Service. It has a magnificent internationally renowned collection of Nelson material. The history of this ancient town is also illustrated. Charles Rolls co-founder of Rolls Royce lived locally and his exploits are also featured in the History Centre. It also has a gift and book shop selling appropriately themed products.

Practical Information

The Nelson Museum & Local History Centre
Market Hall
Priory Street
Monmouth
Monmouthshire
NP25 3XA

Tel: 01600 710630
nelsonmuseum@monmouthshire.gov.uk

Admission Free

Opening Hours: Mon-Sat 11-1, 2-5, Sun 2-5 reduced hours Nov – Feb inclusive close 4pm

Pre-arranged group and school visits can be arranged out of normal hours

Monmouth Field & History Society meet monthly at the Museum and run the Flower table in the Foyer

Geographical Access

Arriving at the Museum

Train

The nearest railway stations are Newport, Abergavenny or Hereford, there is no station in Monmouth.

Bus

The nearest bus stop is located in Agincourt Square, c.100 metres away from our main entrance. Bus Information is available throughout the year by telephoning 0871 200 2233 from 7 am – 10 pm daily. For online information for public transport, follow these links:

<http://www.monmouthshire.gov.uk/index.php?id=publictransport>
www.travelinecymru.info

Car

The museum and gallery does not have dedicated public parking. There are a number of public car parks nearby. They include;

Glendower Street, short term parking 5 minutes walk.

Old Cattle Market, long term parking, 10 minutes walk.

<http://www.monmouthshire.gov.uk/index.php?id=parking>

Disabled parking

There is Blue Badge disabled parking close by.

Bikes

We do not currently have a dedicated bike rail close to the museum entrance. There is a wall with railings in close proximity which may be suitable for chaining a bike. We cannot guarantee the security of the bike while on our premises.

Physical Access

Entrance

The main entrance to the museum is approached from Priory Street on a level pavement. The front door is automatic and is 153 cms wide, and opens into a large foyer. Here there is a noticeboard with posters for community events and other attractions in the area. Leaflets are also available. There are cased displays relating to the Museum collections, and also additional shop related displays. There is also a Wild Flower table maintained by the Field & History Society. The museum is accessed by an internal glass door which is normally closed with a push door handle. The width of this door is 91 cms.

Reception

This door opens to our main reception, which is well-lit, with a reception desk facing you as you enter. The shop is located to the side of our reception desk, the galleries located off the shop entrance. A bin for umbrellas, a donation box and tourism information leaflets relating to Monmouth and the immediate vicinity. The reception desk is staffed during opening hours and is located less than 1.5m away from the internal entrance door. The reception desk has been designed to accommodate the needs of different users and is 115cms high. A hearing induction loop for use in the main gallery can be made available on request. Wi-Fi is available throughout the Museum. Two family backpacks created as part of an Our Town community project can also be hired from here to go out and explore the town's history,

Shop

The floor of the shop is level. High display shelves may not be accessed from a seated position. Staff are available to provide assistance. There is room to manoeuvre a pram or a wheelchair. The shop is licensed to sell alcohol.

Toilet facilities

Ground floor

There is a unisex WC located on the ground floor off the museum's research and library area, which is wheelchair accessible. It measures 230 cms by 300 cms and comprises toilet, wash hand basin, hot water provider, soap dispenser, paper towel dispenser, bin and sanitary bin. The toilet roll dispenser is placed 87 cms from floor level. There is a baby changing table. There is short handrail fixed to the wall and a pull down arm rest. (A shower is also available)

There is a Ladies toilet with vinyl flooring located at the end of the corridor. There is an outer door 81 cms wide with a wash hand basin, hot water provider, paper towel dispenser and bin. There is then an internal door 57.5 cms wide to the toilet cubicle. The Mens facilities are identical in size.

Flooring

The foyer has ceramic tiles, the reception and shop, museum and upper gallery are carpeted. The toilets and access corridor are covered with vinyl flooring. The stairs to the upper gallery have solid treads of a dark composite material.

Displays

On the ground floor, leading off to the right through an arched entrance is the Nelson collection. The central gallery has local history displays and is also used for changing exhibitions. Leading off to the left is a reference library and research area, equipped with microfiche reader, scanner / photocopier with collections accessible under supervision of the front of house staff. There are some childrens activities and a family activity centre are also available.

The displays in the galleries feature either 2D or 3D works and all work is captioned with text size 14pt or above. 2D works are hung to a level to ensure as visibly accessible to users as possible.

There are a number of stairs to access the first floor - the first flight comes onto a landing, and then 6 steps to reach the first floor. There is a wooden handrail alongside all stairs.

The displays in the museum on the ground floor are a combination of works within glass display cases, open display (such as the furniture), and panels with a combination of text and images. We try to ensure text on these wall panels is at least size 16 with smaller captions at size 14.

There is a member of staff in the museum who can provide assistance and additional information. A file containing photographs and information about exhibits in the first floor gallery is available for those unable to access it.

We do not currently offer an audio trail.

Pre-arranged tours for groups, schools, colleges with specific needs can be arranged.

Lighting

The reception and shop are well and evenly lit. The gallery is normally well and evenly lit except on occasion when light levels need to be lowered for conservation needs of specific art works. The stairs are well lit but some museum displays have low light levels, due to the conservation needs of more vulnerable museum objects.

Intellectual access

We recognise that there can be intellectual barriers to access to our collections and events, and to overcome this, our displays are designed with regard to informing visitors with differing learning styles, prior knowledge, and/or abilities.

QR codes giving access to Wikipedia pages generated under the Monmouthpedia initiative (the first Wikipedia town in the world) allow visitors with smart phones to access in depth information which is also accessible in up to 20 different languages.

Pre-arranged tours for groups, schools, colleges with specific needs can be arranged.

We encourage the widest possible audience to study the collection and seek ways to improve and extend access to information and scholarly research. We consult with users, non-users, specialist organisations, and other museums and galleries, on the best and most practical ways of improving intellectual access.

Members of staff on duty will where possible provide assistance and additional information.

Social access

It is our policy to remove social barriers to access by ensuring that entry at low cost or no charge is offered for the Museums and special events, and where charges have to be made

Cultural access

We recognise that cultural or social barriers to accessing the Museum and its collections may exist. To challenge and overcome these barriers we will continue to undertake initiatives to reach different sectors of the community, and engage them with the Museum and its collections.

Welsh language

We recognise Welsh as an official language and its equal status with English. This will be addressed as new exhibition text and other material is initiated.

Additional information

All staff receive training that includes disability awareness and customer care.

Assistance dogs are welcome inside the museum and gallery. Non-assistance dogs are not.

We welcome suggestions on improving our service through comments books, phone, email etc.

Caldicot Castle & Country Park, Caldicot

Access Statement

This access statement aims to describe the facilities and services we offer for all our visitors.

If you have any questions you would like us to answer before you visit, please contact the castle. Contact details are given below. During your visit, please contact a member of staff if you would like information, advice or assistance.

Caldicot Castle is located within Caldicot Castle Country Park, in Caldicot. It is a historic castle set within a 55 acre country park and is run by Monmouthshire County Council. It has an active programme of events and has a permanent display relating to the history of the castle and its occupants. It also has a gift shop and a cafe.

Practical Information

Caldicot Castle
Church Road
Caldicot
Monmouthshire
NP26 4HU
Phone: (01291) 420241
E-mail: caldicotcastle@monmouthshire.gov.uk
Visit: www.caldicotcastle.co.uk

Open: 1st April (or Easter if earlier) to 31st October

Admission Free, except on event days when charges will apply as advertised

Opening Hours: Tuesday to Sunday 11.00 am - 4.00 pm

Occasionally hours may vary for special events or as a result of private bookings, please check our website or ring for details.

Pre-arranged group and school visits can be arranged out of normal hours. The castle has flexible facilities available for venue hire and is licensed for weddings and events. Please enquire for more details.

Follow us on twitter:
www.twitter.com/CaldicotCastle

and Facebook www.facebook.com/CaldicotCastle

Arriving at the Castle and Country Park

By Car

From M4 take junction 23a for Magor and B4245 to Caldicot. From M48 take junction 2 for Chepstow and follow A48 (towards Newport) and B4245 to Caldicot. Caldicot Castle is sign posted from B4245. If you are using a sat nav please use the postcode NP26 4HT but sat navs vary and may take you away from the castle. The main entrance is located off Church Road.

On large event days no vehicles are allowed access to the country park and car parking will be located off the "Mitel" roundabout on the B4245. Follow direction signs.

By Train

Caldicot Halt is served by mainline services between Cardiff and Gloucester. From Bristol change at Severn Tunnel Junction. The station is about a twentyminute walk from the castle.

By Bus

Bus services run to Caldicot from Bristol, Newport and Chepstow. The nearest bus stop is "Caldicot Cross" the castle is about a five-minute walk along Church Road. Bus information is available on www.travelinecymru.info tel 0871 200 2233 from 7am until 10pm daily throughout the year and at www.monmouthshire.gov.uk/publictransport

By Cycle

The castle is located near to National Route 4 and the Celtic Trail East more information is available on www.sustrans.org.uk. We do not currently have a dedicated cycle rack but you are welcome to store your bikes inside the castle courtyard. If business allows we can lock them in a secure room. We cannot guarantee the security of the bike while on our premises.

Arrival and Car Parking

The site offers free parking for cars and coaches (ST 487 884). There is no dedicated disabled parking.

On large event days car parking will be located off the "Mitel" roundabout on the B4245. Follow direction signs.

Facilities

Within the castle there are two female toilets and one male toilet and one accessible toilet all on the ground floor. Dogs are welcome, but should be kept on a lead in the castle. The Castle café serves light refreshments.

Audio Tours

We do not currently offer an audio trail.

Pre-arranged tours for groups, schools, colleges with specific needs can be arranged.

The Castle

Caldicot Castle's courtyard and lawns have level access with areas of paving and hard standing. Towers have spiral staircases, often with uneven steps, and some doorways are narrow. Some seating is available in the grounds and towers.

The Country Park

There are level trails, with wide gates and regular resting places, around the country park. There are leaflets available which detail walks around the country park.

Detailed information about the castle

(All measurements are approximate. Door widths are given in brackets)

Before the entrance

The castle entrance is 50m from the car park. The approach is uphill and across a wooden drawbridge to the gatehouse.

Tourist information and gift shop are located within the tea rooms. The tea room is located approximately 20m from the portcullis entrance, which has level access accessed via double doors door.

High display shelves may not be accessed from a seated position. Staff are available to provide assistance. There is room to manoeuvre a pram or a wheelchair

Toilets

A RADAR key is available from reception during castle opening hours for the fully accessible toilet in the car park.

Grounds

The keep is surrounded by a steep moat. The pond in the grounds is surrounded by a wooden barrier. The castle's well is bordered by a stone surround 15 to 20cm high and covered by a metal grille. Steps lead to paved paths across the raised rose beds. To the rear of the grounds, steep stone sided paths are cut into the lawns and lead to the postern gate (no longer in use) beneath the square Woodstock Tower. The perimeter of the lawns to the right of the grounds, slopes into banks edged with a wall.

The Keep

This round tower contains furniture collected by the Cobb family and is 50 metres across the lawns from the reception area. It is approached by 11 steps with a handrail to the right. A level area with no handrail runs along the top of the motte. A second flight of 10 steps takes you to the keep entrance. Ahead of you is the dining room accessible via double doors, one of which opens (62cm). A doorway (72cm), to the left of the entrance to the keep, leads to a spiral staircase. This takes you down 11 steps to the storeroom and dungeon. Seating is available in this room. From the entrance, the spiral staircase continues upstairs with a handrail. Stairs and handrails are painted to contrast with the wall. 17 steps lead to the bedroom and there are two wooden steps down into the room. The guarderobe in this room is accessible via 5 steps and through a doorway (64cm). Outside the bedroom 18 steps continue up through a doorway (84cm) to the roof. From here 15 wooden steps and 6 stone steps with handrails lead to the highest point of the tower. From the roof 2 steps lead through an entrance (71cm) which would once have led to a wall walk.

DeBohun Gateway

This ruined tower is next to the keep. It is accessible at ground level from the lawn to the left of the tower. A step at the front of the tower also provides access. The ground inside the tower is uneven. A doorway (63cm) to the right leads to the garderobe.

Woodstock Tower

This tower is 60 metres from reception and can be reached via level paved paths. All rooms in the tower have seating. Stairs and handrails inside the tower are painted to contrast with the wall. 7 wooden steps with a handrail lead to the entrance (108cm). Double doors, one of which opens (80cm) lead to the room at entrance level. A spiral staircase with a handrail leads to the next floor, up 15 steps approximately 86cm wide. A further 2 steps to the left lead to a corridor (65cm) through an archway and down 1 step into a room. From the corridor 5 stone steps lead to the bathroom through a doorway (52cm). From the entrance to the corridor the spiral staircase continues up 15 wooden steps to the next floor. A step to the left opens onto a corridor (56cm), again with one step down to a further room, through an archway (65cm). The staircase then leads up 8

wooden and 7 stone steps, still with handrails, through a door (53cm) to the roof.

Outside the Woodstock Tower

9 steps lead down between the Woodstock Tower and the pond and a grass and concrete slope then leads back up to the lawn.

South East Tower

This tower is about 45m from the Woodstock Tower to the right of the back gate. 11 wooden and 2 stone steps, 102cm wide with handrails, lead up to a viewing area in the tower.

Café

Entry is via double doors approximately 2m wide, level access.

Exit and Gatehouse

Exit from the castle through the door in the portcullis (200cm) outside reception). The Banqueting Hall can usually be viewed. Access is from the ground level entrance to the Gatehouse via 21 stone steps with handrails.

Dogs

Dogs are allowed into the castle courtyard provided they are on a lead and any mess is cleared away and disposed of responsibly. Assistance dogs only are welcome inside the buildings.

Additional information

We welcome suggestions on improving our service by talking to our staff, phone, email or social media etc.

Revised January 2016

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Collections Development Policy Monmouthshire Museums 2016-2021

Abergavenny Museum, Caldicot Castle, Chepstow Museum,
The Nelson Museum and Local History Centre, Monmouth



Name of museum: Monmouthshire Museums comprising of:
(Abergavenny Museum, Caldicot Castle Collection, Chepstow Museum, The Nelson Museum and Local History Centre, Monmouth)

Name of governing body: Monmouthshire County Council

Date on which this policy was approved by governing body: xxxx 2016

Policy review procedure: Museums staff will review the policy annually. Unless there are any significant changes to be made it will be approved by the governing body in line with Museum Accreditation timeframes.

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: September 2017 (Internal review)

MALD: Museums Archives and Libraries Department, Welsh Government will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

Our Vision

To be dynamic museums that play a revitalising role in Monmouthshire's communities, act as agents of social change and promote good and active citizenship. Connecting the past with the present to inform and shape the future.

Our Mission

- To inspire a passion for Monmouthshire its heritage, environment and culture, its people and their stories.
- To stimulate a sense of place that reinforces community identity and resilience.
- To enhance quality of life and contribute to educational, cultural and economic development.

We will do this by:

- Devising enjoyable and inspiring opportunities for learning and discovery
- Creating exhibitions and events that engage, excite and entertain people
- Providing optimum access, real or virtual, to our collections, resources and expertise at and beyond our museums
- Caring for, using and developing our collections held in trust for society and for the benefit of future generations
- Collecting stories and information as well as objects of relevance and interest
- Encouraging personal development through learning and acquiring new skills
- Safeguarding, enhancing and making our buildings and sites accessible and welcoming
- Operating effectively, seeking out new opportunities and innovative ways of working
- Building relationships and partnerships that extend our network and profile nationally and internationally

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.**
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.**
- 1.7. The museum will not undertake disposal motivated principally by financial reasons**

2. History of the collections

Abergavenny Museum

The Museum was founded on 2nd July 1959. The idea for a Museum was around from as early as 1903 when it was discussed and minuted by the Abergavenny Free Library Committee. At this meeting permission was given for the library to begin collecting objects. These collections remained at the library until the 1940s when it was said that they were disposed of. The demolition of the historic buildings in Tudor Street and Castle Street during the 1950s once again made people aware of the need for a museum. Alfred Jackson addressed the Rotary Club on 22nd October 1957 and a Committee was formed. Alfred and Ernest Jackson and Duggan Thacker led a group of enthusiastic volunteers and the Museum opened on 2nd July 1959.

Caldicot Castle

When the Chepstow Rural District Council purchased Caldicot Castle from the Cobb family in 1963, they also acquired a quantity of furniture, fittings and other decorative objects which the family has used to furnish the Castle while it was their home (from the 1880s - 1940s). The "Cobb Collection" also included a considerable costume collection, with some fine examples of men and women's 18th century dress. Another aspect of this collection reflects a major object of interest of the two generations of Cobbs - HMS Foudroyant, both the original, Nelson's flagship, which the Cobbs rescued and restored, and its successor which was used as a training ship on which a number of local boys served. Large objects from the original Foudroyant include the ship's figurehead and a cannon. Smaller items include objects made from salvaged materials after it was wrecked. This core collection became the nucleus of the

Museum's collections. The existing range of the collections attracted more additions - furniture for the Castle, costume and Foudroyant material.

Chepstow Museum

The Museum was established by the Chepstow Society in 1949. The Society itself was founded in 1948 and immediately began collecting with a view to opening a museum. As an organisation which concerns itself with all aspects of the local environment, the collections included some natural history specimens as well as material relating to the history of the town and district and to the everyday and working lives of its inhabitants. The premises occupied by the Museum were limiting - essentially one room above the medieval town arch which spans the High Street. Lack of space and adequate storage facilities eventually led to the decision by the Society in the 1960s to deposit the greater part of the Museum's paper collections in the County Record Office. While this included documents, the deposit also included a substantial quantity of "ephemera" - posters, programmes, billheads etc. At the same time, the large collection of antiquarian and other reference books of local interest were given to the Chepstow Library on condition that they remained in the town. The Chepstow Society transferred the Museum and its collections to the care of Monmouth District Council in 1976.

Monmouth Museum (The Nelson Museum and Local History Centre, Monmouth)

The Nelson Museum was opened in April 1924, following the bequest to the town of Monmouth of Lady Llangattock's Nelson collection on her death in 1923. In 1969 the museum was moved to its present site in the town, at which time a local history display was added.

The local history collections relating to Monmouth and the surrounding area have as their foundation the archives of the old Borough of Monmouth, which ceased to exist in 1974.

3. An overview of current collections

Abergavenny Museum

Since the museum opened in 1959, it has accepted over 25,000 accessions.

The museum possesses over 5,000 photographs of Abergavenny and the surrounding district. These include two important municipal collections of views of the medieval and Elizabethan areas of the town which were demolished under slum clearance schemes between 1957 and 1972. These represent the only record of many of the buildings demolished and have been published in a volume entitled Vanished Abergavenny.

The museum's social history collections are mainly comprised of material reflecting the history and way of life of the town and surrounding district. There are particular emphases on rural life, agriculture and its associated industries and domestic and working life. Particularly significant collections include the contents of a complete Welsh kitchen c.1890, a saddler's shop c.1910-1930 and Basil Jones grocer's shop c.1948-1950 (the Basil Jones Collection totals some 1314 items). The museum also houses the nationally important archive of the Father Ignatius Memorial Trust. In addition the museum maintains collections of books and documents which supplement and illustrate these themes.

As a result of an intensive programme of archaeological excavation between 1962 and 1973 and a further season in 1986, the museum houses extensive and very significant collections of archaeological material ranging from the Mesolithic to post-Medieval. The collections produced by excavations of the Roman fort of Gobannium are of particular importance. The

following is a summary of the museum's archaeology holdings in terms of standard museum boxes (40cm x 30cm x10cm).

General prehistoric collection (published) - 2 boxes

Flannel Street and Castle Street, 1962-1969 (Roman fort) - 30 boxes

Castle Street Orchard Site 1972-1973 (Roman fort) - 52 boxes

19 Cross Street 1986 (Roman fort and vicus) -17 boxes

Roman metalwork from the above sites - 4 boxes

Demolition Finds 1962-1972 (all periods) - 5 boxes

Other sites (all periods) - 20 boxes

Total: 130 boxes

The museum holds around 600 individual items of costume. These include an 18th century open robe and full Regency female wedding outfit. The collection is particularly strong in women's costume of the late 19th century (especially lingerie) and the 1920s.

Caldicot Castle

In addition to the core collection mentioned in the previous section there is a small collection of social history material of local interest, relating to Caldicot and the surrounding villages, including photographs as well as paper material and object collections.

Archaeological material includes Roman pottery from the Caldicot kiln site, finds from the Severn estuary and material recovered from the Castle itself during maintenance work. Excavated material of the most significance, both in its national importance and its impact on the Caldicot collections, has come in recent years from the "lake site" in Caldicot Castle's Country Park. This waterlogged site produced a large quantity of worked wood, as well as environmental evidence, bone, some metalwork and pottery. The impact on the collections for the display and storage of the conserved material will be significant.

The collections at Caldicot Castle are much smaller than those of the other museums in the service. The limitations of the Castle for appropriate display and storage conditions for original material, as well as the seasonal operation of the site and limited curatorial presence, are all constraining factors.

Chepstow Museum

The collections are predominantly of local and social history, 18th 19th and 20th century material. The main emphasis is on items that relate specifically to Chepstow and the surrounding district, either in their production, use, origin, ownership or subject matter.

Works on paper include a very good collection of topographical prints. Chepstow, Tintern and the Lower Wye Valley were popular destinations for artists and tourists from the late 18th century when the interest in the "picturesque" consequently increased the print industry. The small number of original works - drawings and watercolours - is being hugely augmented thanks to Heritage Lottery Fund Collecting Cultures grant, as this category is mainly acquired through purchase. There is a good, but not fully comprehensive collection of Monmouthshire maps. Original copies of the local newspaper, the Chepstow Weekly Advertiser, are held for the majority of its life (1855-1902). These are available on microfiche for research as is microfilm of the remainder of the run 1903-1916. "Ephemera", mostly printed material, relating to many aspects of Chepstow life forms a large part of the paper collections. For example, 19th

century material includes election posters, Chepstow Castle pageants and fetes posters and programmes, traders billheads and public notices. Other notable little collections include: items relating to the Severn crossings; to the search in Chepstow for manuscripts by Francis Bacon that would prove he "wrote Shakespeare's works" around 1910; plans and blueprints for ships, bridges etc built by Finchs - the local shipbuilding and engineering company; items relating to the making of the film *Ivanhoe* by the Imperial film company around Chepstow in 1913; advertising material (c1900 - 1960) from a Chepstow shoe shop; collections of several local printers' workshops. (Some of these are complemented by large photographic collections). Active contemporary collecting is adding particularly to the paper collections in this category.

A large photographic collection of locally relevant material, including, ship and bridge building and other local business and industrial enterprises. Contemporary recording of changes to the locality and notable events is another aspect of these collections.

Our costume comprises mainly 19th and 20th century material with local connections. This collection was greatly enhanced by the acquisition of the "Edgar collection" - a large quantity of costume (in addition to a wide range of other items, - the Edgars were active in many aspects of Chepstow life) from the Edgar family home. Continuously occupied since the 1890s, Robert Edgar was a tailor and outfitter in Chepstow and a number of items carry the business label. There were also material swatches and samples and other accessories of his trade. Costume belonging to members of the family, from the 19th century onwards, was also collected.

Objects and furniture includes items that are not specifically local in terms of production and were in widespread use in the 18th, 19th and 20th centuries, but have a local relevance because of their ownership and illustrate the way people lived in the area. Of more specifically local interest are the items relating to aspects of the town's past industrial and commercial life and people's education and leisure activities. For instance, there is notable collection of longcase clocks by Chepstow makers; tools and models from the shipyard/bridge works; products from the industrial brush manufactory; wine jars from local wine and spirit merchants; equipment and furnishings from a long-established hairdressing business; salmon fishing equipment including a stop-net boat; items produced or customised by other local businesses, shops, dairies etc; sporting trophies and medals;

The history of the museum building itself has also influenced the collections. As the local hospital from 1921 to 1976 (and during the First World War, a Red Cross Auxiliary Hospital) furniture and medical equipment actually used on the premises has been actively collected, as well as collections of instruments and other medical items from surgeons who worked here. This interest also led to active collecting from the other local hospitals in Chepstow (two of which have now closed or been demolished).

"The Beachley Collection". A large body of material was given to Chepstow Museum by the Army Apprentices College at Beachley, Chepstow, when it closed down in 1994. The college had maintained its own "museum". Material transferred to Chepstow Museum was confined to that relating to the history of the College (which had been established some 70 years), and to the boys while they were at the School itself. This is a large body of material, including, photographs, uniform, objects - apprentice pieces, trophies etc; paper - school magazine, programmes, posters etc.

The archaeology collections has grown considerably as the results of local excavations from the 1970s onwards have been processed for publication and deposited in the museum. From within the town itself the majority of the material is medieval and later. Excavations on

Thornwell Farm prior to its development for housing, have given us late prehistoric - Romano British settlement material and some prehistoric burials.

Whilst the collecting policy prior to this one precluded collecting natural history material, items collected by the Chepstow Society still form part of the collections. These include a small number of fossils, butterfly collections, birds' eggs, and stuffed animals. Some, but not all, have a local provenance - including the vertebra of a whale which was washed up on the Severn shore near Chepstow.

Monmouth Museum (The Nelson Museum and Local History Centre, Monmouth)

Nelson

The Nelson Museum collection comprises mainly the material bequeathed by Georgiana Rolls, Lady Llangattock (d.1923) who was perhaps the foremost collector of 'Nelsoniana' of her time, which took in the 1905 centenary of the battle of Trafalgar and Nelson's death. Her wealth enabled her to obtain some of the prime Nelson items which came onto the market, including his fighting sword and an important range of manuscript material, including autograph letters, official letterbooks and ships' logbooks. The Monmouth collection is one of three large public collections of Nelson material in Britain, the others being in the National Maritime Museum, Greenwich, and the Royal Naval Museum, Portsmouth.

The collection can be roughly broken into four categories: firstly, personal items belonging to, or associated with Nelson; secondly, commemorative material produced during his lifetime; thirdly, commemorative material produced since his death; and fourthly, general naval or social history material relating to the period but with no direct Nelson connection. Within the first three categories a sub-category of 'dubious' items is deliberately identified in the Monmouth collection, and features in the display: this covers the many fake or dubiously attributed relics and mementoes which have been in production since before his death.

The collection is documented according to object type (silver, ceramic, costume, prints, etc). In broad terms, the overall numbers of items in the collection are :- decorative art (silver, ceramic, glass, enamel) 560; costume 84; medals 117; naval equipment 60; models 38, paintings & miniatures 196; prints & posters 1,000; manuscripts 1,000; books 350; miscellaneous 200.

Local History

The material in this archive dates mainly to the 19th century and before, and includes council minutes, court records (quarter sessions, Court of Record, Hundred Court), election records, fiscal records, and a mass of receipts, vouchers and other ephemera from council routine. This local archive is reinforced by a local history reference library, a newspaper archive (Monmouthshire Beacon, 1837 – 1963, and Monmouthshire Merlin 1829 – 1891), and collections of photographs, paintings, prints and maps.

A special collection within the local material relates to the Rolls family, who owned the local Hendre estate and were closely involved with Monmouth. The material is mainly photographic, covering the late 19th/early 20th century period when the family of John Allan Rolls (Lord Llangattock from 1895) and his wife Georgiana (founder of the Nelson Museum) was at the height of social and economic fortune. A significant proportion of the collection is concerned with the Honourable Charles Stewart Rolls, co-founder of Rolls-Royce Motors Ltd., recording his exploits in balloons, early aeroplanes and motor cars.

The museum's object collection relates to the social history of the town and surrounding area. Because of the relatively late development of the local history museum (from 1969), and the emphasis upon the local archives as the basis for that museum, Monmouth's collection of 'traditional' museum objects is limited, particularly in comparison with Chepstow and Abergavenny.

Monmouth Museum also lacks an archaeological collection. Although archaeological investigation of the town has been carried out over many years, particularly by the Monmouth Archaeological Society (M.A.S.), the bulk of excavated material and information remains in the hands of the excavators. The last two decades have seen an intense series of rescue digs in the face of development, during which the importance of the archaeology surviving beneath the modern town has been demonstrated, and as a result of which the work and expertise of the M.A.S. has been nationally acclaimed. The major collecting challenge facing the museum in the future lies in formulating a strategy to deal with the huge backlog of archaeological material which, if it is to be acquired by the museum, requires adequate storage, conservation, documentation and display. Although this collection is of prime importance as a local history resource, the terms of this and previous versions of the Acquisition Policy would preclude acquisition given current availability of resources of space and staffing.

4. Themes and priorities for future collecting

Abergavenny Museum will focus on the following areas. Items associated with Capel yffin, Llanthony Abbey and the Llanthony Valley. Works of art by local artists and depicting local scenes. Items which tell the story of the 20th century in Abergavenny and the surrounding area.

At Caldicot Castle we will not look to actively collect artefacts. The lack of a curatorial member of staff on site has led us to conclude that the responsible course of action is to collect only on a limited and passive basis, with each artefact being assessed on a case by case basis. Feasibility work is planned to look at interpretation plans, exhibition space and storage options and our standpoint on active collecting will be reviewed when this work has been carried out.

Chepstow Museum will continue to pro-actively acquire watercolours, drawings, paintings, prints, journals, antiquarian books and other material relevant to the Wye Tour with the aid of Heritage Lottery Fund Collecting Cultures for the duration of that Project. Future collecting of original works will be subject to grant aid availability, but every attempt should be made to continue to build on this collection.

A stronger Monmouthshire wide focus by collecting material relevant to surrounding villages. Items with a relevance to the history of Chepstow up to and including the present.

At Monmouth Museum we will not look to actively collect artefacts. The lack of a curatorial member of staff on site has led us to conclude that the responsible course of actions is to collect only on a limited and passive basis, with each artefact being assessed on a case by case basis. We will review this standpoint in the event of a Curator being appointed.

Our previous Collecting Policy stated that we would not collect biological or geological material. Items relevant to us would be referred to Newport Museum and Art Gallery who had appropriate curatorial expertise and could act as a repository for material from this locality. However there is no longer a Curator of Natural History at Newport Museum and as a result they have closed their Natural History Collections. With this in mind we will continue with our policy of not collecting biological or geological material but remain aware of this potential gap in collecting for South East Wales.

5. Themes and priorities for rationalisation and disposal

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections. Our approach to rationalisation and disposal is that it will be motivated by curatorial reasons only and we will not undertake disposal motivated principally by financial reasons. Our full disposal procedures are listed in section 16.

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

Having had strong Collecting Policies in place for some time, the collections contain, in the main, items which are relevant to our collecting areas. However there are some items from the early days of the museum that now sit outside our collecting policy. A key part of any future collections work will therefore be to look at this. This will be addressed in the Care and Conservation Plan.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s):

Abertillery Museum
Amgueddfa Cymru – National Museum Wales.
Brecon Museum & Art Gallery
Brynmawr Museum
Dean Heritage Museum
Gloucester City Museum & Art Gallery
Herefordshire Museums
National Library of Wales,
Newport City Museum & Art Gallery
The Usk Rural Life Museum
The Castle & Regimental Museum, Monmouth
Torfaen Museums Trust
Tredegar Museum

8 Archival holdings

All of the museums hold and acquire material that is archival in nature, for example documents and photographs – in paper-based and digital format. In many cases these are associated with artefacts. There are cases where it is the archive only that we hold, these are usually historic collections and in cases of more recent collecting consideration is given to the appropriateness of us holding the items or them being offered to Gwent Archive.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

Decisions for agreeing acquisitions are made by the professional curator at each site. The basic principle for accepting artefacts is that they should relate to the town and local area surrounding each museum. Further decisions are made based on the care, storage and documentation needs of each item. If an item is available to purchase discussion would occur between the professional curatorial staff as to the appropriateness of purchasing via the Museums Acquisition Fund.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin**
- acting with the permission of authorities with the requisite jurisdiction in the country of origin**

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the ‘Guidance for the care of human remains in museums’.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum

may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from MALD: Museums Archives and Libraries Wales
- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13** The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

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**Monmouthshire County
Council**

**Collections
Documentation
Policy
2016 – 2021**

**Abergavenny Museum,
Chepstow Museum,
Monmouth Museum,
Caldicot Castle**

Date which this policy was approved by governing body: xxx 2016

Date at which this policy is due for review: September 2017

1. INTRODUCTION

Documentation underpins every aspect of museum activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use.

Our policy for the documentation of the collections is to ensure that the information we hold relating to the collections is accurate, secure, reliable and accessible.

In our Vision and Mission statement we make the following commitments:

- Devising enjoyable and inspiring opportunities for learning and discovery
- Creating exhibitions and events that engage, excite and entertain people
- Providing optimum access, real or virtual, to our collections, resources and expertise at and beyond our museums
- Caring for, using and developing our collections held in trust for society and for the benefit of future generations
- Collecting stories and information as well as objects of relevance and interest

It is only possible to carry out these activities successfully if our documentation procedures are robust and up to date. Our aim is therefore to ensure that we have a fully documented Museum Collection that meets Spectrum Standards to at least a level required by the Accreditation Standard. We acknowledge that we have a backlog and our aim to reduce and remove this is set out in a separate Documentation Plan.

2. AIMS AND OBJECTIVES

2.1. The aim of this Policy is to ensure that we fulfil our guardianship, stewardship and access responsibilities. Through implementation of this policy our objective is to:

- improve accountability for the collections;
- maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;
- extend access to collection information;
- strengthen the security of the collections.

Many of our existing records are paper-based. In order to improve access and accountability, we will enter all new records onto computerised databases. Over time and in a phased programme, we will convert our older paper records to a computerised format, ensuring also that copies are kept in a safe separate location.

2.2. We take a common-sense approach as to the level to which we document material. Ideally for the majority of the collections, especially those that have high monetary or scientific value, our curatorial staff will document to individual item level. However, for certain collections, such as bulk archaeological excavation material, it is neither feasible nor practical to document the material in this detail, and we will document items at group level. We therefore aim to have a basic 'inventory' record for all groups within the collection,

Our overall aim is that where items are catalogued individually they will be documented to a more detailed 'catalogue' level.

'Inventory Level' and 'Catalogue Level' are defined below.

3. DEFINITIONS

We will document our collections to either Inventory or Catalogue level, as described below:

- Inventory level: This includes sufficient key information to allow any object(s) in our care to be individually identified and verified. All large bulk groups of accessioned items, loans inward and outward, and any other unaccessioned objects as appropriate are documented at this level.
- Catalogue level: All accessioned items will be documented at this level. Information will include indentifying details as well as detailed information where known on the history of the item, including associated information relating to its maker, previous owners and any related published information. Additional facts recorded will include information about its condition and any specific concerns relating to its care.

4. ACCOUNTABILITY

4.1. Definition of accountability

The Museums and Galleries Commission defined the essence of accountability as follows:

"to enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located."
(MGC 1993)

4.2. Controlled access to sensitive information

All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (1998) and the Environmental Information Regulation (2004). We will review requests for confidential data such as donor information, environmental information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

4.3 Security against loss of irreplaceable collection information

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised. We will update all manual and computerised records as appropriate. Regular backups will be made to secure digital data. Where collection information is manually held or computerised we will make backup copies of all key files, and where considered appropriate, house them securely off-site.

Signed:

Date:

Position:

Date of Next Review: Sept 2017

Monmouthshire County Council

Care and Conservation Policy

2016 – 2021

**Abergavenny Museum,
Caldicot Castle
Chepstow Museum,
Monmouth Museum,**

Date policy was approved by governing body: xxx 2016

Date policy is due for review by governing body: Sept 2017

Background

This policy will guide the activities of Abergavenny Museum, Chepstow Museum and The Nelson Museum and Local History Centre at Monmouth and the accessioned collections of Caldicot Castle. It has been developed with reference to Monmouthshire Museums Service's Environmental Sustainability Policy; Collections Development Policy; Collections Documentation Policy and Monmouthshire County Council's Volunteer Policy. Nationally recognised guidelines and standards have also been consulted including PAS:198.2012 : Specifications for Managing Environmental Conditions for Cultural Collections; PD:5454. 2012 Guide for the Storage and Exhibition of Archival Material; Benchmarks in Collections Care; SPECTRUM procedures and the Institute of Conservation's Professional Guidelines.

1. Purpose of Conservation and Collections Care Policy

- Monmouthshire County Council (MCC) recognises that caring for its collections is a fundamental duty for all museums. This Care and Conservation Policy acts as a statement to guide our approach to delivering the care of our collections.
- This policy recognises the role which Monmouthshire Museums Service's (MMS) diverse collections have in creating dynamic museums that play a revitalising role in Monmouthshire's communities, act as agents of social change and promote good and active citizenship. It is acknowledged that appropriate care and conservation of collections is required to enable collections to be utilised to connect the past with the present to inform and shape the future.
- In guiding the activities of MMS, this policy seeks to maximise the care of, use and development of our collection held in trust for society and the benefit of current and future generations.
- MMS recognises its role of promoting the conservation ethic to a wider audience through communicating and teaching the principles and methods of conservation.
- This policy relates to all staff of MMS. Any contractors engaged by MMS who may have impact on the Museums' buildings and collections should also be made aware of this policy.

2. General Principles

- This Care and Conservation Policy covers the preservation of items of moveable cultural heritage which form the collections of Abergavenny Museum, Chepstow Museum and The Nelson Museum and Local History Centre (Monmouth Museum). These museums combine to form Monmouthshire Museums Service which is part of the Enterprise Directorate of MCC.
- Responsibility for delivery of the care of Monmouthshire Museums Service's Collection lies primarily with the service's collection staff. At the time of writing this consists of two Curators and a part time Object's Conservator. MMS's front of house staff should also have a commitment to preservation and an awareness of this policy.

- This policy also guides the care and conservation of the accessioned collections at Caldicot Castle, delivery of which now lies within Monmouthshire County Council's Attractions. In developing this policy MMS collections staff have visited Caldicot Castle to perform an audit of current collections and to advise on future preservation. Actions for how this should be delivered will be outlined in Caldicot Castle's Conservation and Collections Care Plan.
- The Collections covered by this policy are housed within Grade II Listed buildings or Scheduled Ancient Monuments. Reference is only made to the care of the building where it has direct impact on the preservation of the Museums Collection. It is noted that responsibility for the care and conservation of these buildings lies with Monmouthshire County Council's Property Services Department. Consequently, guiding the approach to the care of these buildings lies outside the remit of this policy.
- Within MMS long term preservation of the collections is achieved through a combination of preventative and remedial conservation measures. Preventative conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures. Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.
- This Care and Conservation Policy has been drawn with consideration of the resources currently available within MMS at the time of writing. The Policy will be reviewed annual to take account of any changes. Where change does occur we will aim to continue achieving policy recommendation.

3. Buildings and Museum Environment

- MMS collections are housed within secure, water tight buildings. MMS recognises that the maintenance of a building's fabric and services is fundamental to the preservation of both buildings and collections. To achieve this MMS staff will liaise with MCC'S Property Services Department to ensure these buildings are appropriately maintained and any faults reported immediately.
- The majority of MMS' collections are housed in secure, collections only, storage rooms or gallery displays within each Museum. Where necessary, the environment in these spaces is controlled to ensure nationally approved standards are met.
- A minority of oversized and bulk insensitive archaeological finds are currently housed in an additional storage unit at an Industrial Estate in

Caldicot. As the environment in this store is not controlled or routinely monitored, storage is limited to collections considered to be of low risk.

- The environment within the Museum buildings is constantly monitored using MEACO telemetric software to ensure the climate within the buildings is understood and changes efficiently acted upon to prevent damage to the collection. Short term localised monitoring is also deployed using Tiny Tag Monitors. Environmental monitoring equipment will be calibrated annually.
- MMS is mindful of its environmental impacts and environmental control within the museums is delivered with consideration of this in accordance with MMS' Environmental Sustainability Policy. Environmental impacts should be identified when considering future developments and possibilities of passive environmental control explored.
- Parameters for environmental control have been set through understanding of the collections and the museum's natural environment and by consulting nationally recognised standards including PAS198 and PD 5454.
- Once objects have reached equilibrium within the museum environment, they will not be exposed to Relative Humidities above 65%RH in storage or display areas. This is to prevent accelerated decay and mould growth. In addition, the environment within galleries and stores will not fall below 30%RH to reduce the risk of accelerated physical damage to organic collections. More specific microclimates for more vulnerable objects will be created as conservation staff consider appropriate.
- The environment within the Museum's stores will be monitored and controlled to prevent sudden extreme changes in RH that occur at a rate considered to cause unacceptable irreversible physical change in collections. Gradual seasonal changes in RH and Temperature are acceptable.
- The upper limit for temperature in MMS's Museum buildings will be 25°C, whilst the lower limit for store temperatures will be 5°C. This is to prevent accelerated deterioration of the collection and risks associated with freezing and subsequent flood damage respectively.
- MMS recognises that light within a collection space can cause extensive and irreversible damage to collection materials. Where it can not be eliminated, collections exposure to Ultra Violet Light (UV) light shall not exceed 75 $\mu\text{W}/\text{lumen}$. Light levels for collections on display will be determined by conservation staff that enable expected collection lifetimes to be achieved. This will be based on an understanding of individual items sensitivity to light, UV radiation and IR radiation. It is

recognised that when setting parameters for light levels the need for staff and any visitors to see the collection should be taken into account. The collections' exposure to light will be routinely monitored.

- MMS will remain abreast of developments in lighting technology taking measures to optimize energy efficiency of light systems and identify lower energy light sources. This is in line with MMS Environmental Sustainability Policy.
- MMS recognises the potential damage internally generated pollutants can cause to its collections. Sensitivity of collections in enclosed storage and display cases will be determined and the potential of materials used in enclosed storage and display cases to emit pollutant will be evaluated. This knowledge will be used to ensure materials are selected that do not emit gaseous pollutants to an extent that would be expected to cause unacceptable irreversible change to the contents of the enclosure. Monitoring enclosures for pollutants will be undertaken if there is a considered risk.
- Objects in open storage and display will be evaluated to determine their sensitivity to outdoor generated pollutants and dusts. Steps will be taken to reduce their exposure to this based on an understanding of pollutants within the surrounding environment and material sensitivity of each individual object.
- MMS recognises the role which cleaning, housekeeping and pest management plays in preserving collections. An Integrated Pest Management scheme is in place and standards such as Benchmarks in Collections Care will be utilised to ensure best practice is achieved in this area.

4. Remedial Conservation

- When objects require remedial conservation work for condition or display requirements, MMS will ensure that only trained conservators conduct this work.
- When remedial conservation work is contracted to external specialists, conservators accredited by the Institute of Conservation (ICON) will normally be selected.
- Volunteers or interns may be employed to conduct basic object cleaning only at the discretion and supervision of MMS conservation staff. Involvement of volunteers or interns in conservation activities will be conducted in agreement with MCC's Volunteer Policy.
- Any remedial conservation work undertaken will be in agreement with ICON's Professional Guidelines and accompanied by full documentation to current national standards.

- Materials utilised in conservation treatments will be selected with a consideration of their environmental impact and in accordance with COSHH regulations.
- MMS will ensure that appropriate Personal Protective Equipment is available and always worn when required.

5. Collections & Handling

- All staff and volunteers required to handle MMS collections will be appropriately trained in accordance with national standards.
- Specialist trained staff or contractors will be enlisted to handle or transport large, heavy or fragile items.
- A risk assessment approach will be utilised to select appropriate levels of object access and to guide selection of objects for short or long term displays and for handling by the general public. This will be based on an understanding of the sensitivity of individual objects.
- MMS will routinely assess the condition of collections within its care.
- Before making new acquisitions MMS staff will consider the storage and cost implications of providing long term conservation and care for the prospective item.
- Condition of new acquisitions will be assessed and those considered to present a risk to the rest of the collection will immediately be quarantined and monitored until the threat is no longer identified.
- Should MMS conclude that it is unable to provide appropriate care or accommodation for an object or better access and/or care can be provided by other organisations collection rationalisation will be considered using our Collection Development Policy and the Museums Association's Disposal Toolkit in order to follow best practice.

6. Loans

- MMS will ensure that the lender's conservation requirements can be met before agreeing to borrow objects.
- Before agreeing to loan an item from its institution to another organisation MMS will consult conservation staff and conduct a risk assessment of all factors involved. A thorough condition assessment will be made before MMS lends an item from its collection.
- Objects borrowed and loaned by MMS will be condition checked on arrival and departure.

7. Emergency Plan

- MMS holds an emergency plan for each of its museums and recognises the need to immediately consult conservation staff when collections are at risk.

8. Training

- When considered appropriate MMS staff will provide training in conservation and collections care for the museums' staff, interns and volunteers, using external providers if necessary.
- MMS recognises that the continued professional development of its staff is imperative to ensure the long term preservation of its collections. MMS will share its collections care and conservation expertise and knowledge as widely as possible.

9. Review of Care and Conservation Policy

- This policy and all efforts to improve the care and conservation of Monmouthshire Collections will be reviewed annually by curatorial and conservation staff.

Signed:

Date:

Position:

Date of Next Review: Sept 2017

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Name of the Officer Rachael Rogers Phone no: 01873 854282 E-mail: rachaelrogers@monmouthshire.gov.uk	To seek approval of museum policies required for Museum Accreditation
Name of Service: Museums	Date 21 st September 2016



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc

1. Does your proposal deliver any of the well-being goals below?



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Ensures the museums are run by professionally qualified staff.	Access to staff with collections related expertise.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Commitment to environmental sustainability as evidenced through our statement.	Continual revision of how resources are used at the sites.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive impact by ensuring quality services are provided by offering events and opportunities to access cultural services.	Working with communities to ensure the service provided is relevant. Seeking funding where required to ensure full provision of service




A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The Museum Service maintains a close relationship with its communities.	We work with a variety of groups to ensure we offer a relevant service.
A globally responsible Wales Taking account of impact on global wellbeing when considering local social, economic and environmental wellbeing	Our environmental sustainability statement takes these factors into account.	We make reference to the MCC sustainability development policy for more detailed guidance
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The museum service makes major contributions to this area. Being an Accredited Museum ensures we run as a fully professional service with full recognition from the sector.	Being an Accredited Museum gives us full access to professional services and grant opportunities.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Our Access statements make a full commitment to equal access for all.	We are constantly building on our experience in working with a variety of people to ensure people

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How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
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Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> Balancing short term need with long term and planning for the future	Accreditation is essential to run as a professional museum service. The returns are required every 3 years with minimal updating to policies. It is felt that the small amount of staff time required is well worth it to ensure our future status as a well run museum service.	None required
 <p>Collaboration</p> Working together with other partners to deliver objectives	The Accreditation process is carried out in conjunction with Museums, Libraries and Archives Division Welsh Government and Arts Council England	Our Forward Plan that is currently being developed and will be submitted separately, outlines significant partnership work.

 <p>Involvement</p>	<p>Involving those with an interest and seeking their views</p>	<p>Museums Accreditation has been developed with the sector and associated professionals</p>	<p>Our Forward Plan will seek views from those who wish to contribute.</p>
 <p>Prevention</p>	<p>Putting resources into preventing problems occurring or getting worse</p>	<p>Museum Accreditation is principally about maintaining standards. It therefore gives us a framework to ensure resources are allocated in a suitable manner</p>	<p>None required</p>
 <p>Integration</p>	<p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Museums are well positioned to contribute to well-being goals and this will be central to our forward plan.</p>	<p>None required</p>

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Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
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Age	The Museum Service provides opportunities for people of all ages.	n/a	n/a
Disability	Consideration of accessibility is a key part of Museum Accreditation.	n/a	n/a
Gender reassignment	The Museum is committed to providing opportunities to all through work with individuals and relevant groups.	n/a	n/a

	Accreditation promotes working with a wider range of organisations and members of our communities.		
Marriage or civil partnership	n/a	n/a	n/a

Pregnancy or maternity	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities.	n/a	n/a
Race	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities.	n/a	n/a
Religion or Belief	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities.	n/a	n/a
Sex	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities.	n/a	n/a
Sexual Orientation	The Museum is committed to providing opportunities to all through work with individuals and relevant groups. Accreditation promotes working with a wider range of organisations and members of our communities.	n/a	n/a
Welsh Language	All our exhibition text is provided in Welsh.	n/a	n/a

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Museums are considered to be safe and trusted spaces and our commitment to meeting industry standards is an additional commitment to this.	<i>n/a</i>	We will continue to prioritise our safeguarding measures, reflect on current practice and continue to train staff to the appropriate levels.
Corporate Parenting	Museums are considered to be safe and trusted spaces and our commitment to meeting industry standards is an additional commitment to this.	<i>n/a</i>	We will continue to work with our partners to assist in any way we can and add value to the current provisions.

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5. What evidence and data has informed the development of your proposal?

Museum Accreditation Standard guidance documents.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

Museums Accreditation is an essential part of providing a professional museum service. There are no negative impacts of gaining this award.

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
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Produce and present Forward Plan	October 2016	Rachael Rogers/Ann Rainsbury	On target
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8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	Submission of Museum Accreditation Policies	October 2016	



Collections Development Policy Monmouthshire Museums 2016-2021

Abergavenny Museum, Caldicot Castle, Chepstow Museum,
The Nelson Museum and Local History Centre, Monmouth



Name of museum: Monmouthshire Museums comprising of:
(Abergavenny Museum, Caldicot Castle Collection, Chepstow Museum, The Nelson Museum and Local History Centre, Monmouth)

Name of governing body: Monmouthshire County Council

Date on which this policy was approved by governing body: xxxx 2016

Policy review procedure: Museums staff will review the policy annually. Unless there are any significant changes to be made it will be approved by the governing body in line with Museum Accreditation timeframes.

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: September 2017 (Internal review)

MALD: Museums Archives and Libraries Department, Welsh Government will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

Our Vision

To be dynamic museums that play a revitalising role in Monmouthshire's communities, act as agents of social change and promote good and active citizenship. Connecting the past with the present to inform and shape the future.

Our Mission

- To inspire a passion for Monmouthshire its heritage, environment and culture, its people and their stories.
- To stimulate a sense of place that reinforces community identity and resilience.
- To enhance quality of life and contribute to educational, cultural and economic development.

We will do this by:

- Devising enjoyable and inspiring opportunities for learning and discovery
- Creating exhibitions and events that engage, excite and entertain people
- Providing optimum access, real or virtual, to our collections, resources and expertise at and beyond our museums
- Caring for, using and developing our collections held in trust for society and for the benefit of future generations
- Collecting stories and information as well as objects of relevance and interest
- Encouraging personal development through learning and acquiring new skills
- Safeguarding, enhancing and making our buildings and sites accessible and welcoming
- Operating effectively, seeking out new opportunities and innovative ways of working
- Building relationships and partnerships that extend our network and profile nationally and internationally

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.**
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.**
- 1.7. The museum will not undertake disposal motivated principally by financial reasons**

2. History of the collections

Abergavenny Museum

The Museum was founded on 2nd July 1959. The idea for a Museum was around from as early as 1903 when it was discussed and minuted by the Abergavenny Free Library Committee. At this meeting permission was given for the library to begin collecting objects. These collections remained at the library until the 1940s when it was said that they were disposed of. The demolition of the historic buildings in Tudor Street and Castle Street during the 1950s once again made people aware of the need for a museum. Alfred Jackson addressed the Rotary Club on 22nd October 1957 and a Committee was formed. Alfred and Ernest Jackson and Duggan Thacker led a group of enthusiastic volunteers and the Museum opened on 2nd July 1959.

Caldicot Castle

When the Chepstow Rural District Council purchased Caldicot Castle from the Cobb family in 1963, they also acquired a quantity of furniture, fittings and other decorative objects which the family has used to furnish the Castle while it was their home (from the 1880s - 1940s).

The "Cobb Collection" also included a considerable costume collection, with some fine examples of men and women's 18th century dress. Another aspect of this collection reflects a major object of interest of the two generations of Cobbs - HMS Foudroyant, both the original, Nelson's flagship, which the Cobbs rescued and restored, and its successor which was used as a training ship on which a number of local boys served. Large objects from the original Foudroyant include the ship's figurehead and a cannon. Smaller items include objects made from salvaged materials after it was wrecked. This core collection became the nucleus of the

Museum's collections. The existing range of the collections attracted more additions - furniture for the Castle, costume and Foudroyant material.

Chepstow Museum

The Museum was established by the Chepstow Society in 1949. The Society itself was founded in 1948 and immediately began collecting with a view to opening a museum. As an organisation which concerns itself with all aspects of the local environment, the collections included some natural history specimens as well as material relating to the history of the town and district and to the everyday and working lives of its inhabitants. The premises occupied by the Museum were limiting - essentially one room above the medieval town arch which spans the High Street. Lack of space and adequate storage facilities eventually led to the decision by the Society in the 1960s to deposit the greater part of the Museum's paper collections in the County Record Office. While this included documents, the deposit also included a substantial quantity of "ephemera" - posters, programmes, billheads etc. At the same time, the large collection of antiquarian and other reference books of local interest were given to the Chepstow Library on condition that they remained in the town. The Chepstow Society transferred the Museum and its collections to the care of Monmouth District Council in 1976.

Monmouth Museum (The Nelson Museum and Local History Centre, Monmouth)

The Nelson Museum was opened in April 1924, following the bequest to the town of Monmouth of Lady Llangattock's Nelson collection on her death in 1923. In 1969 the museum was moved to its present site in the town, at which time a local history display was added.

The local history collections relating to Monmouth and the surrounding area have as their foundation the archives of the old Borough of Monmouth, which ceased to exist in 1974.

3. An overview of current collections

Abergavenny Museum

Since the museum opened in 1959, it has accepted over 25,000 accessions.

The museum possesses over 5,000 photographs of Abergavenny and the surrounding district. These include two important municipal collections of views of the medieval and Elizabethan areas of the town which were demolished under slum clearance schemes between 1957 and 1972. These represent the only record of many of the buildings demolished and have been published in a volume entitled *Vanished Abergavenny*.

The museum's social history collections are mainly comprised of material reflecting the history and way of life of the town and surrounding district. There are particular emphases on rural life, agriculture and its associated industries and domestic and working life. Particularly significant collections include the contents of a complete Welsh kitchen c.1890, a saddler's shop c.1910-1930 and Basil Jones grocer's shop c.1948-1950 (the Basil Jones Collection totals some 1314 items). The museum also houses the nationally important archive of the Father Ignatius Memorial Trust. In addition the museum maintains collections of books and documents which supplement and illustrate these themes.

As a result of an intensive programme of archaeological excavation between 1962 and 1973 and a further season in 1986, the museum houses extensive and very significant collections of archaeological material ranging from the Mesolithic to post-Medieval. The collections produced by excavations of the Roman fort of Gobannium are of particular importance. The

following is a summary of the museum's archaeology holdings in terms of standard museum boxes (40cm x 30cm x10cm).

General prehistoric collection (published) - 2 boxes

Flannel Street and Castle Street, 1962-1969 (Roman fort) - 30 boxes

Castle Street Orchard Site 1972-1973 (Roman fort) - 52 boxes

19 Cross Street 1986 (Roman fort and vicus) -17 boxes

Roman metalwork from the above sites - 4 boxes

Demolition Finds 1962-1972 (all periods) - 5 boxes

Other sites (all periods) - 20 boxes

Total: 130 boxes

The museum holds around 600 individual items of costume. These include an 18th century open robe and full Regency female wedding outfit. The collection is particularly strong in women's costume of the late 19th century (especially lingerie) and the 1920s.

Caldicot Castle

In addition to the core collection mentioned in the previous section there is a small collection of social history material of local interest, relating to Caldicot and the surrounding villages, including photographs as well as paper material and object collections.

Archaeological material includes Roman pottery from the Caldicot kiln site, finds from the Severn estuary and material recovered from the Castle itself during maintenance work. Excavated material of the most significance, both in its national importance and its impact on the Caldicot collections, has come in recent years from the "lake site" in Caldicot Castle's Country Park. This waterlogged site produced a large quantity of worked wood, as well as environmental evidence, bone, some metalwork and pottery. The impact on the collections for the display and storage of the conserved material will be significant.

The collections at Caldicot Castle are much smaller than those of the other museums in the service. The limitations of the Castle for appropriate display and storage conditions for original material, as well as the seasonal operation of the site and limited curatorial presence, are all constraining factors.

Chepstow Museum

The collections are predominantly of local and social history, 18th 19th and 20th century material. The main emphasis is on items that relate specifically to Chepstow and the surrounding district, either in their production, use, origin, ownership or subject matter.

Works on paper include a very good collection of topographical prints. Chepstow, Tintern and the Lower Wye Valley were popular destinations for artists and tourists from the late 18th century when the interest in the "picturesque" consequently increased the print industry. The small number of original works - drawings and watercolours - is being hugely augmented thanks to Heritage Lottery Fund Collecting Cultures grant, as this category is mainly acquired through purchase. There is a good, but not fully comprehensive collection of Monmouthshire maps. Original copies of the local newspaper, the Chepstow Weekly Advertiser, are held for the majority of its life (1855-1902). These are available on microfiche for research as is microfilm of the remainder of the run 1903-1916. "Ephemera", mostly printed material, relating to many aspects of Chepstow life forms a large part of the paper collections. For example, 19th

century material includes election posters, Chepstow Castle pageants and fetes posters and programmes, traders billheads and public notices. Other notable little collections include: items relating to the Severn crossings; to the search in Chepstow for manuscripts by Francis Bacon that would prove he "wrote Shakespeare's works" around 1910; plans and blueprints for ships, bridges etc built by Finchs - the local shipbuilding and engineering company; items relating to the making of the film Ivanhoe by the Imperial film company around Chepstow in 1913; advertising material (c1900 - 1960) from a Chepstow shoe shop; collections of several local printers' workshops. (Some of these are complemented by large photographic collections). Active contemporary collecting is adding particularly to the paper collections in this category.

A large photographic collection of locally relevant material, including, ship and bridge building and other local business and industrial enterprises. Contemporary recording of changes to the locality and notable events is another aspect of these collections.

Our costume comprises mainly 19th and 20th century material with local connections. This collection was greatly enhanced by the acquisition of the "Edgar collection" - a large quantity of costume (in addition to a wide range of other items, - the Edgars were active in many aspects of Chepstow life) from the Edgar family home. Continuously occupied since the 1890s, Robert Edgar was a tailor and outfitter in Chepstow and a number of items carry the business label. There were also material swatches and samples and other accessories of his trade. Costume belonging to members of the family, from the 19th century onwards, was also collected.

Objects and furniture includes items that are not specifically local in terms of production and were in widespread use in the 18th, 19th and 20th centuries, but have a local relevance because of their ownership and illustrate the way people lived in the area. Of more specifically local interest are the items relating to aspects of the town's past industrial and commercial life and people's education and leisure activities. For instance, there is notable collection of longcase clocks by Chepstow makers; tools and models from the shipyard/bridge works; products from the industrial brush manufactory; wine jars from local wine and spirit merchants; equipment and furnishings from a long-established hairdressing business; salmon fishing equipment including a stop-net boat; items produced or customised by other local businesses, shops, dairies etc; sporting trophies and medals;

The history of the museum building itself has also influenced the collections. As the local hospital from 1921 to 1976 (and during the First World War, a Red Cross Auxiliary Hospital) furniture and medical equipment actually used on the premises has been actively collected, as well as collections of instruments and other medical items from surgeons who worked here. This interest also led to active collecting from the other local hospitals in Chepstow (two of which have now closed or been demolished).

"The Beachley Collection". A large body of material was given to Chepstow Museum by the Army Apprentices College at Beachley, Chepstow, when it closed down in 1994. The college had maintained its own "museum". Material transferred to Chepstow Museum was confined to that relating to the history of the College (which had been established some 70 years), and to the boys while they were at the School itself. This is a large body of material, including, photographs, uniform, objects - apprentice pieces, trophies etc; paper - school magazine, programmes, posters etc.

The archaeology collections has grown considerably as the results of local excavations from the 1970s onwards have been processed for publication and deposited in the museum. From within the town itself the majority of the material is medieval and later. Excavations on

Thornwell Farm prior to its development for housing, have given us late prehistoric - Romano British settlement material and some prehistoric burials.

Whilst the collecting policy prior to this one precluded collecting natural history material, items collected by the Chepstow Society still form part of the collections. These include a small number of fossils, butterfly collections, birds' eggs, and stuffed animals. Some, but not all, have a local provenance - including the vertebra of a whale which was washed up on the Severn shore near Chepstow.

Monmouth Museum (The Nelson Museum and Local History Centre, Monmouth)

Nelson

The Nelson Museum collection comprises mainly the material bequeathed by Georgiana Rolls, Lady Llangattock (d.1923) who was perhaps the foremost collector of 'Nelsoniana' of her time, which took in the 1905 centenary of the battle of Trafalgar and Nelson's death. Her wealth enabled her to obtain some of the prime Nelson items which came onto the market, including his fighting sword and an important range of manuscript material, including autograph letters, official letterbooks and ships' logbooks. The Monmouth collection is one of three large public collections of Nelson material in Britain, the others being in the National Maritime Museum, Greenwich, and the Royal Naval Museum, Portsmouth.

The collection can be roughly broken into four categories: firstly, personal items belonging to, or associated with Nelson; secondly, commemorative material produced during his lifetime; thirdly, commemorative material produced since his death; and fourthly, general naval or social history material relating to the period but with no direct Nelson connection. Within the first three categories a sub-category of 'dubious' items is deliberately identified in the Monmouth collection, and features in the display: this covers the many fake or dubiously attributed relics and mementoes which have been in production since before his death.

The collection is documented according to object type (silver, ceramic, costume, prints, etc). In broad terms, the overall numbers of items in the collection are :- decorative art (silver, ceramic, glass, enamel) 560; costume 84; medals 117; naval equipment 60; models 38, paintings & miniatures 196; prints & posters 1,000; manuscripts 1,000; books 350; miscellaneous 200.

Local History

The material in this archive dates mainly to the 19th century and before, and includes council minutes, court records (quarter sessions, Court of Record, Hundred Court), election records, fiscal records, and a mass of receipts, vouchers and other ephemera from council routine. This local archive is reinforced by a local history reference library, a newspaper archive (Monmouthshire Beacon, 1837 – 1963, and Monmouthshire Merlin 1829 – 1891), and collections of photographs, paintings, prints and maps.

A special collection within the local material relates to the Rolls family, who owned the local Hendre estate and were closely involved with Monmouth. The material is mainly photographic, covering the late 19th/early 20th century period when the family of John Allan Rolls (Lord Llangattock from 1895) and his wife Georgiana (founder of the Nelson Museum) was at the height of social and economic fortune. A significant proportion of the collection is concerned with the Honourable Charles Stewart Rolls, co-founder of Rolls-Royce Motors Ltd., recording his exploits in balloons, early aeroplanes and motor cars.

The museum's object collection relates to the social history of the town and surrounding area. Because of the relatively late development of the local history museum (from 1969), and the emphasis upon the local archives as the basis for that museum, Monmouth's collection of 'traditional' museum objects is limited, particularly in comparison with Chepstow and Abergavenny.

Monmouth Museum also lacks an archaeological collection. Although archaeological investigation of the town has been carried out over many years, particularly by the Monmouth Archaeological Society (M.A.S.), the bulk of excavated material and information remains in the hands of the excavators. The last two decades have seen an intense series of rescue digs in the face of development, during which the importance of the archaeology surviving beneath the modern town has been demonstrated, and as a result of which the work and expertise of the M.A.S. has been nationally acclaimed. The major collecting challenge facing the museum in the future lies in formulating a strategy to deal with the huge backlog of archaeological material which, if it is to be acquired by the museum, requires adequate storage, conservation, documentation and display. Although this collection is of prime importance as a local history resource, the terms of this and previous versions of the Acquisition Policy would preclude acquisition given current availability of resources of space and staffing.

4. Themes and priorities for future collecting

Abergavenny Museum will focus on the following areas. Items associated with Capel yffin, Llanthony Abbey and the Llanthony Valley. Works of art by local artists and depicting local scenes. Items which tell the story of the 20th century in Abergavenny and the surrounding area.

At Caldicot Castle we will not look to actively collect artefacts. The lack of a curatorial member of staff on site has led us to conclude that the responsible course of action is to collect only on a limited and passive basis, with each artefact being assessed on a case by case basis. Feasibility work is planned to look at interpretation plans, exhibition space and storage options and our standpoint on active collecting will be reviewed when this work has been carried out.

Chepstow Museum will continue to pro-actively acquire watercolours, drawings, paintings, prints, journals, antiquarian books and other material relevant to the Wye Tour with the aid of Heritage Lottery Fund Collecting Cultures for the duration of that Project. Future collecting of original works will be subject to grant aid availability, but every attempt should be made to continue to build on this collection.

A stronger Monmouthshire wide focus by collecting material relevant to surrounding villages. Items with a relevance to the history of Chepstow up to and including the present.

At Monmouth Museum we will not look to actively collect artefacts. The lack of a curatorial member of staff on site has led us to conclude that the responsible course of actions is to collect only on a limited and passive basis, with each artefact being assessed on a case by case basis. We will review this standpoint in the event of a Curator being appointed.

Our previous Collecting Policy stated that we would not collect biological or geological material. Items relevant to us would be referred to Newport Museum and Art Gallery who had appropriate curatorial expertise and could act as a repository for material from this locality. However there is no longer a Curator of Natural History at Newport Museum and as a result they have closed their Natural History Collections. With this in mind we will continue with our policy of not collecting biological or geological material but remain aware of this potential gap in collecting for South East Wales.

5. Themes and priorities for rationalisation and disposal

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections. Our approach to rationalisation and disposal is that it will be motivated by curatorial reasons only and we will not undertake disposal motivated principally by financial reasons. Our full disposal procedures are listed in section 16.

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

Having had strong Collecting Policies in place for some time, the collections contain, in the main, items which are relevant to our collecting areas. However there are some items from the early days of the museum that now sit outside our collecting policy. A key part of any future collections work will therefore be to look at this. This will be addressed in the Care and Conservation Plan.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s):

Abertillery Museum
Amgueddfa Cymru – National Museum Wales.
Brecon Museum & Art Gallery
Brynmawr Museum
Dean Heritage Museum
Gloucester City Museum & Art Gallery
Herefordshire Museums
National Library of Wales,
Newport City Museum & Art Gallery
The Usk Rural Life Museum
The Castle & Regimental Museum, Monmouth
Torfaen Museums Trust
Tredegar Museum

8 Archival holdings

All of the museums hold and acquire material that is archival in nature, for example documents and photographs – in paper-based and digital format. In many cases these are associated with artefacts. There are cases where it is the archive only that we hold, these are usually historic collections and in cases of more recent collecting consideration is given to the appropriateness of us holding the items or them being offered to Gwent Archive.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

Decisions for agreeing acquisitions are made by the professional curator at each site. The basic principle for accepting artefacts is that they should relate to the town and local area surrounding each museum. Further decisions are made based on the care, storage and documentation needs of each item. If an item is available to purchase discussion would occur between the professional curatorial staff as to the appropriateness of purchasing via the Museums Acquisition Fund.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin**
- acting with the permission of authorities with the requisite jurisdiction in the country of origin**

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the ‘Guidance for the care of human remains in museums’.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum

may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from MALD: Museums Archives and Libraries Wales
- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13** The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

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Monmouthshire Museums Service Environmental Sustainability Policy

This policy will guide the activities of Abergavenny Museum, Chepstow Museum, The Nelson Museum and Local History Centre at Monmouth and Caldicot Castle. It takes into consideration the Museum Services' Vision which is:

To be dynamic Museums that play a revitalising role in Monmouthshire's communities, act as agents of social change and promote good and active citizenship, connecting the past with the present to inform and shape the future.

As a service we will also refer to Monmouthshire County Council's (MCC) Sustainable Development Policy, which is specifically aligned to the wellbeing goals and the sustainable development principles of the Wellbeing of Future Generations Act.

Our museums will achieve this vision by reducing their impact on the environment through:

Compliance with regulations, targets and best practice

- We will comply with all relevant environmental legislation
- Hazardous waste will be disposed of in accordance with regulations.
- Where possible environmentally sustainable alternatives will replace use of hazardous products.

Waste management

- Waste produced on site will be reused or recycled when possible.
- Maximum utilization of electronic documents and records will be practised.

Sustainable procurement

- Concepts of sustainable procurement will be considered by staff when purchasing products. Where possible this will include the use of recycled products and consideration of a product's Life Cycle before purchase.

Energy management and use of other natural resources

- We will review our Automatic Meter Readings to understand the Museums current energy use and identify areas where energy use can be reduced.
- Lights, unnecessary computers, printers and laboratory equipment will be turned off overnight and when not in use during the day.
- We will work with MCC's Property Services Department to improve the energy efficiency of the Museum buildings, exploring options for renewable energy generation and heating systems across our sites.
- We will commit to using low energy light sources at all sites.
- Water use across the sites will be reviewed.
- The Museum's Environment will be managed whilst being mindful of its environmental impact.
- The castles and the country park's environment will be managed to conserve and enhance its biodiversity interest and be mindful of all environmental impacts.

Pollution management

- An emergency plan is in place to deal with accidental pollution following COSHH regulations

Staff and Public involvement and communication

- Staff will be encouraged to work and make decisions in an environmentally responsible manner
- We will encourage the use of sustainable transport where practicable.
- We will communicate issues surrounding environmental sustainability and climate change with visitors through exhibitions and other work.
- Environmental efforts and successes will be displayed prominently.

Review of the success of sustainability efforts

- This policy and all efforts to improve environmental sustainability will be reviewed annually.

Signed:
Position:

Date:
Date of Next Review: Sept 2017

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