

# Policy and Governance Documents – Introduction

## 1. INTRODUCTION

This folder is a controlled document, and a numbered copy is issued to every Trustee and Committee member of the Beaminster Museum Trust, which was entered onto the Register of Charities with the Registered Charity Number 1179769 in September 2018.

Each recipient should insert updates in the ring binder when received and recycle the outdated section.

## REVIEW PROCEDURE

Date of last review: The policies were extensively revised and reviewed in October 2023. Safeguarding rewritten in June 2025, other changes May 2026.

Person or body responsible for this Policy: Museum Management Committee

Policy Review Procedure: This document will be reviewed and published at least every three years with the next review taking place three years after the date noted below.

<b>APPROVAL OF DOCUMENT</b>	
Changes	Sect 6: The detailed Forward Plan has been removed to a separate document to be administered by the Management Committee Sect 23 Hardware has been removed , to be maintained by the Management Committee. Organisation chart updated and Mentoring agreement changed.
Signed	
Name (Print)	Matthew Kirkman
Position	Chair of the Trustees
Date	<b>13<sup>th</sup> May 2026</b>

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Beaminster Museum is a community Museum, created and supported by the Beaminster and wider community through the ethos of volunteering and providing mutual support to the volunteer community.

The structure of the document is intended to simplify the verification of the requirements for Arts Council Accreditation, and good governance of the Beaminster Museum Trust, in support of the mission and aims of the Trust which are :-

## **MISSION:**

To encourage research, collect, conserve and exhibit objects, images and records associated with the history of Beaminster and the surrounding villages, so adding to the cultural and educational facilities for local adults, children and visitors to the area.

## **AIMS:**

1. To care for the Museum building and maintain the terms of the Museum Covenant.
2. To care for the Permanent Collections, advised by recommended best practice.
3. To present and display materials, particularly to encourage learning.
4. To provide temporary exhibitions and other opportunities for educational and cultural events in the Museum.
5. To develop the Reference Section to provide materials for local history studies and family history research.
6. To care for the volunteers who help run the museum by offering opportunities to learn and develop new skills in a happy, friendly and safe working environment.
7. To maintain the effective management of resources, finances and personnel to ensure the delivery of the Museum's aims well into the future.
8. To work in collaboration with schools, community groups, the Beaminster Festival, Dorset Arts Weeks, regional and local councils and other museums so enhancing the contribution of the Museum to community well-being.
9. To implement a wide marketing policy in order to achieve the aims.

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## BEAMINSTER MUSEUM – ORGANISATION CHART JAN 2026

### TRUSTEES

Matthew Kirkman - Chair  
Alec Crawford  
Colin Bowditch  
Marcus Chambers  
Jonathan Fairchild  
Murray Rose – Hon life Trustee

### MANAGEMENT COMMITTEE

Richard Smith	Chairman
Linda le Breton	Treasurer
Amanda Fairchild	Secretary
Matthew Kirkman	Curator
Karen Heaney	Marketing
Alec Crawford	HS&E
Janice Pryke	Volunteer Co-Ordinator
Vicky De Wit	Museum Mentor

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## 2. ACCREDITATION STANDARD STRUCTURE

See [Arts Council Accreditation Standard Nov 2018](#)

Beaminster Museum follows the Spectrum standard and where possible our topics are aligned with the Spectrum headings.

### ORGANISATIONAL HEALTH POLICIES

#### 2.1. Appropriate Management

2.2. A clear statement of purpose – See.1-1 **MISSION:** and **AIMS:AIMS:**

2.3. An appropriate constitution – See 3-1 **RULES OF GOVERNANCE**

2.4. A satisfactory structure for your governance and management –

- BEAMINSTER MUSUM – ORGANISATION CHART 2026. See 1-1
- Delegation of Authority. See 5-13-2 FINANCIAL ADMINISTRATION OF THE CIO
- Staff Agreements. see 5-1 BEAMINSTER MUSEUM VOLUNTEER AGREEMENT
- Access to Professional Advice - We utilise and co-ordinate with Vicky de Wit, Museums Advisor for BCP & Dorset Councils, Customer Services, Libraries & Archives, Dorset Council, in addition to utilise external professional advisors when appropriate. see 4-1 MENTORING AGREEMENT FOR BEAMINSTER MUSEUM

#### Plan and have the resources to deliver your plan.

- 1.1. A forward or business plan which covers the current and subsequent planning year. See FORWARD PLAN
- 1.2. Financial Sustainability See.8-1 FINANCIAL STABILITY PLAN

#### Assess and manage risk to your organization

- 1.3. Secure occupancy of all premises containing collections
- 1.4. A risk assessment of security arrangements
- 1.5. A clear, workable emergency plan

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## **MANAGING COLLECTIONS POLICIES**

### **1. Hold and Develop Collections**

- 1.6. To take responsibility for all the collections you manage
- 1.7. A policy, approved by the governing body, for developing collections, including acquisitions and disposals

### **2. Hold useful and useable information on collections**

- 2.1. An approved documentation policy
- 2.2. To follow the primary Spectrum documentation procedures

### **3. Care for and conserve collections**

- 3.1. An approved collections care and conservation policy
- 3.2. A collections care and conservation plan

## **USERS AND THEIR EXPERIENCES POLICIES**

### **4. Be accessible to the public**

Have an approved access policy. See ACCESS POLICY (PREVIOUSLY DIVERSITY & EQUAL OPPORTUNITIES POLICY)

Have an approved access plan. See IMPLEMENTATION

### **5. Understand and develop your audiences**

- 5.1. To understand who uses your museum, and who doesn't
- 5.2. To use information to assess your users' needs
- 5.3. To have a plan for developing your range of users

### **6. Engage with your users, and improve their experience**

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## 3. RULES OF GOVERNANCE

Rules of governance of the charitable incorporated organisation (“CIO”) of the Beaminster Museum Trust.

### 3.1. INTRODUCTION

(In accordance with Clause 18 (1) of the COI Constitution,) The Charity Trustees have delegated full and comprehensive powers to the Management Committee of the Museum (“the Committee”) to manage the affairs of the CIO on their behalf. In doing so, the Charity Trustees shall retain ultimate responsibility for the operations of the CIO and the Committee shall operate in accordance with the present Rules of Governance, which have been approved by the Charity Trustees.

The Rules of Governance are designed to provide guidance in a single document to Charity Trustees, Officers of the CIO, other members of the Committee and other Members of the CIO on the day to day management of the CIO’s affairs in order to avoid the need for continual reference to the Constitution of the CIO. In this context substantial parts of the text of the Rules are taken word for word from the text of the Constitution. However, there may occasionally be need to refer to the Constitution to supplement guidance in the Rules. In case of any conflict between the texts of the Constitution and the Rules, the Constitution prevails.

### 3.2. OBJECTS

The objects of the Trust shall be to advance the education of the public by founding, maintaining and managing a Museum in Beaminster to promote public interest in, and to collect and preserve items connected with, the history of the town and surrounding rural area (hereinafter called “the locality”). The locality is defined as the definitive list of parishes comprised in the Museum’s Collection Development policy.

### 3.3. POWERS

The CIO, through the Charity Trustees and the Committee, shall have power to do anything which is calculated to further its objects or is conducive or incidental to doing so. However, nothing in the Constitution or in these Rules shall authorise an application of the property of the CIO for purposes which are not charitable. The CIO’s specific powers include the following:

#### 3.3.1. Non-financial powers

- (a) To collect, preserve and display objects and materials, papers, reports, drawings, pictures, photographs, digital images, reproductions and literature of all kinds

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(hereinafter called “artefacts”); and, to the extent legally permissible, to acquire and deal with copyright and rights in the nature of copyright.

- (b) To acquire artefacts for the Museum by purchase, gift or otherwise, provided that any acquisitions are in accordance with the Museum’s Collections Development Policy;
- (c) To promote research into the history of the locality of the Museum and to publish or display the results.
- (d) To cooperate with local authorities and all other statutory authorities, voluntary organisations, charities and persons having similar aims to those of the Museum.
- (e) To employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 of the Constitution (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of this clause.

## **3.3.2. Financial powers**

- (a) To raise funds and to invite and receive contributions from any person, persons or organisations by way of subscription, donation or otherwise, provided that the CIO shall not undertake any permanent trading activities in raising funds other than for its own primary purpose (see clause 2) (Objects) above).
- (b) Subject to such consents (if any) as may be required by law, to sell, let, mortgage, charge, dispose of or turn to account all or any of the property or funds of the Museum as shall be necessary. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land, and as appropriate with sections 117 and 119-123 of the Charities Act 2011 if it wishes to dispose in any way of all or any part of the CIO’s property.
- (c) Subject to such consents (if any) as may be required by law, to borrow or raise money for the purposes of the Museum on such terms and on such security as the CIO shall think fit. Such purposes include the purchase, acquisition by gift, leasing, renting, licencing, exchanging, or otherwise acquiring any property (whether subject to any special trust or not, provided that such trust is compatible with clause 2 above), as well as the development, maintenance and equipping of such property for use. The liability of individual members of the CIO shall in no case of powers exercised under this sub-clause extend beyond the amount of their respective annual subscriptions.
- (d) To deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the

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same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

- (e) To use the Museum premises for the benefit of the inhabitants of the locality as may be considered proper from time to time by the Committee. Such use may be for payment by the user, or not, as shall be decided by the Committee.

## 3.4. MEMBERSHIP OF THE CIO

### Eligibility

- (a) Membership of the CIO is open to individual members of the public and corporations who are interested in furthering its purposes, and who, by applying for membership, have indicated their agreement to become a member and their acceptance of the duty of members set out below.

A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated. Corporate bodies and organisations which are not incorporated should each appoint a representative to vote on their behalf at all meetings, but before such representative exercises his or her right, the corporate body or non-incorporated organisation shall give particulars in writing of such representative to the Honorary Secretary. All members of the CIO, whether or not resident in the locality of Beaminster, shall be known as “Friends of the Beaminster Museum” or “Friends”.

- (b) Applications for membership are accepted or rejected by the Committee acting on behalf of the Charity Trustees.
- (c) The Charity Trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

### 3.4.1. Duties of Members

- (a) The CIO requires members to pay reasonable membership fees to the CIO. Such fees shall be determined by an AGM and are payable on or before the anniversary date of the first subscription.
- (a) It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

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## **3.4.2. Rights of Members**

- (a) Each member shall have one vote at any meeting of the CIO unless his, her or its subscription is in arrear at that time.
- (b) If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **3.4.3. Limitations of membership**

- (a) Membership of the CIO cannot be transferred to anyone else, except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer.
- (b) Membership shall, at the discretion of the CIO, lapse in the event of the subscription being unpaid three months after it is due.
- (c) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving a benefit from the CIO as a beneficiary of the CIO; or reasonable and proper remuneration for any goods or services supplied to the CIO. Nothing in this clause shall prevent a Charity Trustee or connected person receiving any benefit or payment which is authorised by clause 6 of the constitution of the CIO. (c) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend

## **3.5. GENERAL MEETINGS OF MEMBERS**

### **3.5.1. Timing of General Meetings**

- (a) There must be an annual general meeting (AGM) of the members of the CIO, the timing of which is determined by the Charity Trustees. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM should normally be held within three months of the expiration of the financial year on 4 November. The Charity Trustees must call the AGM and identify it as such in the notice of the meeting. The Charity Trustees may call an Extraordinary General Meeting of the members of the CIO at any other time.

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- (b) An Extraordinary General Meeting shall be held at the written request of ten or more Members whose subscriptions are fully paid up, or at least five such Members if there has not been any General Meeting for more than 12 months at the time of the request. Any such General Meeting must be called by the Charity Trustees within 21 days of the request and it must be held within 28 days from the date on which it is called. If the Charity Trustees fail to comply with this obligation to call a General Meeting at the request of its members, then the members who requested the meeting may themselves call a General Meeting. A General Meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting. The Charity Trustees may decline to call a General Meeting if they consider any resolution proposed to be unlawful, defamatory, frivolous or vexatious.

## **3.5.2. Business of General Meetings**

The AGM must receive and approve:

- (a) The annual statement of accounts of the CIO (duly audited or examined where applicable);
- (b) The Charity Trustees' annual report;
- (c) The minutes of any General Meetings held in the past year; and
- (d) Reports from the Chair of the Committee, the Honorary Curator and the Honorary Treasurer.
- (e) The AGM must elect Charity Trustees, the five Officers, members of the Committee and the Auditor, which latter person shall not be an Officer or a member of the Committee.
- (f) The AGM shall also consider any other business of which written notice shall have been received by the Honorary Secretary not less than 28 days prior to the date of the meeting, as well as any other business introduced at the meeting by the Chair at his or her discretion.

## **3.5.3. Notice of General Meetings**

The Charity Trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any General Meeting to all of the members, and to any Charity Trustee of the CIO who is not a member. Exceptions to this rule are that the Charity Trustees shall give at least 28 days notice in respect of proposed amendments to the Constitution of

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the CIO (see clause 12 below), and in respect of a proposal to wind up the Museum (see clause 13 below).

The notice of any General Meeting must include:

- (a) The time and date of the meeting;
- (b) The address at which the meeting is to take place;
- (c) Particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration.
- (d) The annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustees, or, where allowed under clause 22 of the constitution of the CIO (Use of electronic communication), details of where the information may be found on the CIO's website.
- (e) Proof that an envelope containing a notice was properly addressed, prepaid, and posted or hand-delivered; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted, sent or hand-delivered.

## **3.5.4. Chairing of General Meetings**

The Chair of the Committee, if present at the General Meeting and willing to act, shall preside as Chair of a General Meeting. If the Chair of the Committee is not present or is unwilling to act, the members of the CIO who are present shall elect a Chair to preside at the meeting.

## **3.5.5. Quorum for General Meetings**

- (a) No business may be transacted at any General Meeting of the Members of the CIO unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for General Meetings shall be the greater of 5% of the total number of Members or ten Members personally present. An organisation represented by a person present at the meeting is counted as being present in person.
- (c) If the meeting has been called by, or at the request of, the Members, and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

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- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the Chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the Chair or be notified to the CIO's Members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the Member or Members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the Charity Trustees but may not make any decisions. If decisions are required which must be made by a meeting of the Members, the meeting must be adjourned.

## **3.5.6. Voting at and without a General Meeting**

- (a) Any decision other than one falling within clause 10(4)] of the Constitution of the CIO (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Decisions of the membership which must be taken in a particular way are any decision to remove a Charity Trustee in accordance with clause 15 (2) of the Constitution of the CIO; any decision to amend the Constitution taken in accordance with clause 28 of the Constitution; any decision to wind up or dissolve the CIO taken in accordance with clause 29 of the Constitution; or any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs taken in accordance with the provisions of the Charities Act 2011.
- (b) Every Member present at a General Meeting has one vote. In the event of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting shall have a second, or casting vote.
- (c) A written or oral resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the Chair or by at least 10% of the Members present in person at the meeting.
- (d) A poll demanded on the election of a person to Chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the Chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

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- (e) A poll may be taken either at the meeting at which it was demanded; or at some other time and place specified by the Chair; or through the use of postal or electronic communications.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the Chair of the meeting shall be final.

## 3.6. CHARITY TRUSTEES

### 3.6.1. Functions and Duties of Individual Charity Trustees

- (a) The Charity Trustees shall have ultimate responsibility for managing the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each Charity Trustee to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO. It is also his or her duty to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to any special knowledge or experience that he or she has or holds himself or herself out as having. If he or she acts as a Charity Trustee of the CIO in the course of a business or profession, he or she must have regard to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.
- (b) No Charity Trustee or connected person may buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public. Nor shall he or she sell goods, services, or any interest in land to the CIO, or be employed by, or receive any remuneration from, the CIO or receive any other financial benefit from the CIO, unless the payment or benefit is permitted by clause 6 of the constitution of the CIO, or authorised by the court or the prior written consent of the Charity Commission has been obtained. In this sub-clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.
- (c) A Charity Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared.
- (d) A Charity Trustee must absent himself or herself from any discussions of the Charity Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest). Any Charity Trustee absenting himself or herself

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from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Charity Trustees on the matter.

## **3.6.2. Collective Responsibilities of Charity Trustees**

- (a) The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its Members and Charity Trustees.
- (b) The Charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (c) The Charity Trustees must keep minutes of:
- (d) All appointments of officers made by the Charity Trustees; proceedings at general meetings of the CIO;
- (e) meetings of the Charity Trustees and committees of Charity Trustees including the names of the Charity Trustees present, the decisions made, and where appropriate the reasons for the decisions; and decisions made by the Charity Trustees otherwise than in meetings.
- (f) The Charity Trustees must inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.
- (g) The Charity Trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of the Constitution of the CIO. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## **3.6.3. Entitlements of Charity Trustees**

- (a) A Charity Trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
- (b) The CIO will ensure that all Charity Trustees benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011. Such cover will provide inter alia

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that in the execution of his or her trusteeship responsibilities no trustee shall be liable:

- (c) For any loss to the property of the CIO arising by reason of any improper investment made in good faith (so long as he or she shall have sought professional advice before making such investment);
- (d) For the negligence or fraud of any agent employed by him or her or by any other trustee hereof in good faith (provided reasonable supervision shall have been exercised) although the employment of such agent was strictly not necessary;
- (e) By reason of any mistake or admission made in good faith by any trustee hereof or by reason of any other matter or thing other than wilful and individual fraud, wrongdoing or wrongful admission on the part of the trustee who is sought to be made liable.

### **3.6.4. Eligibility for trusteeship**

- (a) Every Charity Trustee must be a natural person.
- (b) No one may be appointed as a Charity Trustee if he or she is under the age of 16 years or if he or she would automatically cease to hold office under the provisions of clause (1.6.8) of the Constitution of the CIO.
- (c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity Trustees decide, his or her acceptance of the office of Charity Trustee.
- (d) A Charity Trustee need not be a member of the CIO.

### **3.6.5. Number of Charity Trustees**

- (a) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.
- (b) The maximum number of Charity Trustees is 12. The Charity Trustees may not appoint any Charity Trustee if as a result the number of Charity Trustees would exceed the maximum.

### **3.6.6. First Charity Trustees**

The first charity trustees of the CIO were: – Murray Rose, Pamela Lemmey, Michael Conroy and Roger Peers

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## The current (2026) Trustees are :

Matthew Kirkman - Chair  
Alec Crawford  
Colin Bowditch  
Marcus Chambers  
Jonathan Fairchild  
Murray Rose – Hon. Life Trustee

### 3.6.7. Appointment of Charity Trustees

- (a) The power of appointment of Charity Trustees shall be vested in the AGM.
- (b) The Chair of the Committee, the Deputy Chair, the Honorary Curator, and the Honorary Treasurer for the time being (“the Officers”) shall automatically, by virtue of holding his or her office (“ex officio”), be a Charity Trustee, unless he or she declares his or her unwillingness to act in that capacity. If unwilling to act as a Charity Trustee, an Officer should give notice in writing to that effect to the Charity Trustees.
- (c) At the first General Meeting all the Charity Trustees shall retire from office.
- (d) At every subsequent AGM, one-third of the Charity Trustees shall retire from office. If the number of Charity Trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one Charity Trustee, he or she shall retire. Trustees may stand for re-election, *(and thus could serve three contiguous terms of three years each, before stepping down for at least one year - see para 1.6.7.i.)*
- (e) The Charity Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, which will typically be after three years. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- (f) The vacancies so arising may be filled by the decision of the Members at the AGM; any vacancies not filled at the AGM may be filled as provided in sub-clause (g) of this clause below.
- (g) The members or the Charity Trustees may at any time decide to appoint a new Charity Trustee, whether in place of a Charity Trustee who has retired or been removed, or as an additional Charity Trustee, provided that the limit specified in clause (1.6.45) 1.6.5(b) above on the number of Charity Trustees would not as a result be exceeded.
- (h) A person so appointed by the members or the Charity Trustees of the CIO shall retire in accordance with the provisions of sub-clauses (c) and (d) of this clause above. A person so appointed by the Charity Trustees shall retire at the conclusion of the next

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AGM after the date of his or her appointment, and shall not be counted for the purpose of determining which of the Charity Trustees is to retire by rotation at that meeting.

- (i) Any person who retires as a Charity Trustee by rotation or by giving notice to the CIO is eligible for reappointment. A Charity Trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

## **3.6.8. Retirement and Removal of Charity Trustees**

A Charity Trustee ceases to hold office if he or she:

- (a) Retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) Is absent without the permission of the Charity Trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) Dies;
- (d) In the written opinion, given to the Charity Trustees, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Charity Trustee and may remain so for more than three months;
- (e) Is removed by the Members of the CIO by way of a resolution proposed at a General Meeting of the Members called for that purpose and properly convened in accordance with clause (Ref) of the Constitution of the CIO, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (f) A resolution to remove a Charity Trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

## **3.7. MEETINGS OF THE CHARITY TRUSTEES**

### **3.7.1. Calling Meetings of the Charity Trustees**

- (a) Any Charity Trustee may call a meeting of the Charity Trustees.

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- (b) Subject to that, the Charity Trustees shall decide how their meetings are to be called, and what notice is required. [Note – this clause to be expanded as and when our current trustees take decisions on these matters suggest this Note is not necessary]

## **3.7.2. Chairing and Procedures of Meetings of the Charity Trustees**

- (a) The Charity Trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Charity Trustees present may appoint one of their number to chair that meeting.
- (b) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken.
- (c) The quorum is three Charity Trustees, or the number nearest to one third of the total number of Charity Trustees, whichever is greater, or such larger number as the Charity Trustees may decide from time to time. A Charity Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (d) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (e) In the case of an equality of votes, the Chair shall have a second or casting vote.

## **3.7.3. Participation in Meetings of the Charity Trustees by Electronic Means**

- (a) A meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may communicate with all the other participants.
- (b) Any Charity Trustee participating at a meeting by suitable electronic means agreed by the Charity Trustees, in which a participant or participants may communicate with all the other participants, shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

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## 3.8. OFFICERS OF THE CIO

The Officers of the CIO shall be the Chair and Deputy Chair of the Committee, the Honorary Secretary, the Honorary Treasurer and the Honorary Curator, each of whom shall relinquish office and be eligible for re-election at the Annual General Meeting.

The Committee shall have power to fill casual vacancies occurring among Officers and such persons shall remain in office until the next Annual General Meeting.

### **The duties of the Chair of the Committee are:**

- (a) To act as chief executive of the CIO (in particular to chair sessions of the Committee and General Meetings of the CIO);
- (b) To ensure the implementation of decisions taken by the Committee and General Meetings; and
- (c) To represent the CIO to the outside world.

**The role of the Deputy Chair is to act for the Chair in his or her absence and to take on any additional duties requested by the Chair.**

### **The duties of the Honorary Secretary shall be:**

- (a) To keep all minutes of the Committee and of meetings of the Charity Trustees, which shall be presented for approval by the relevant next meeting and for signature by the Chair of the relevant body;
- (b) To be responsible for records of attendances of all members at meetings, for correspondence, for notices convening meetings, and for custody of the administration records of the CIO; and
- (c) Generally to carry out the instructions of the Committee and the Charity Trustees.

### **The duties of the Honorary Treasurer shall be:**

- (a) to keep all the CIO's accounts and to prepare and submit the same for audit prior to the Annual General Meeting or otherwise when required by the Committee or the Charity Trustees at their respective meetings;
- (b) to operate the CIO's bank accounts;
- (c) to collect and get in subscriptions, donations and covenants; and
- (d) generally to carry out the instructions of the Committee and the Charity Trustees concerning the financial affairs of the CIO.

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## **The duties of the Honorary Curator shall be:**

The core duties of the Honorary Curator shall be the care, maintenance and display of the contents of the Museum and the maintenance of a full record of the items belonging to or lent to the Museum.

Each Officer may, by agreement with the Committee, undertake and subsequently relinquish jobs or duties in addition to those described above.

## **3.9. THE COMMITTEE**

- (a) In accordance with clause 1.8 above the Committee is responsible for the management and administration of the affairs of the CIO, in particular of the Museum, and shall meet at least twice per annum.
- (b) The Committee shall consist of the five Officers, and not less than two and not more than five other members, all of whom shall relinquish office and shall be eligible for re-election at the Annual General Meeting of the CIO.
- (c) The Committee shall have power to fill any vacancy occurring on the Committee after an Annual General Meeting of the CIO and the person so appointed shall have full voting rights until the next Annual General Meeting when he or she shall relinquish office but be eligible for re-election.
- (d) Nominations by members for the election of Officers and of other members of the Committee shall be made in writing to the Honorary Secretary at least seven days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominees must first have been obtained. If the nominations exceed the number of vacancies, a ballot shall take place at the Annual General Meeting in such manner as shall be determined by the Chair of the Meeting.
- (e) The Committee shall have power to co-opt additional members (who shall attend in an advisory and nonvoting capacity).
- (f) In the event of an equality in the votes cast in meetings of the Committee, the Chair shall have a second or casting vote.
- (g) The Honorary Secretary shall give to all members of the Committee not less than seven days' notice of each meeting of the Committee, with the Agenda. Such notice shall be deemed to be duly given if either posted on the Museum's website or sent by email. Notice may also be given by pre-paid first class post or its equivalent, or by hand-delivery sent or given at least seven days before any meeting of the Committee,

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but this requirement shall only apply if any member who is not connected to the Internet has given notice of this to the Honorary Secretary of the CIO.

- (h) The quorum shall comprise four members of the Committee.
- (i) The Committee may invite one Charity Trustee to attend Committee or General Meetings as an observer. He or she shall not have a vote, but attend in an advisory capacity.
- (j) The Committee may invite a member of Dorset (County) Council(, West Dorset District Council) or Beaminster Town Council or any successor organisation to attend Committee or General Meetings as an observer. He or she shall not have a vote, but attend in an advisory capacity.
- (k) It shall be the duty of every Officer or member of the Committee or working group who is in any way directly or indirectly interested financially or professionally in any item discussed at any Committee Meeting at which he or she is present to declare such interest and he or she shall not discuss such item (except by invitation of the Chair) or vote thereon.
- (l) The Committee may invite any person who shall be connected to the Museum or shall have rendered significant or outstanding service to the Museum to become the Honorary President or an Honorary Member of the Museum, who may attend Committee Meetings, but shall not have a vote.

## **3.10. WORKING GROUPS OF THE COMMITTEE**

- (a) The Committee may constitute working groups from time to time as shall be considered necessary for the purposes of fund-raising or for such other purposes as shall be thought fit. Such working groups shall act in accordance with the directions of the Committee.
- (b) The Chair of each working group shall be appointed by the Committee and all actions and proceedings of each working group shall be reported to and be endorsed by the Committee or the Annual General Meeting as soon as practicable.
- (c) Members of the Committee may be members of any working group and membership of any working group shall be no bar to appointment to membership of the Committee.

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## 3.11. FINANCIAL ADMINISTRATION OF THE CIO

- (a) The Committee shall, out of the funds of the CIO, pay all proper expenses of administration and management of the Museum. After payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Museum shall be applied by the Committee in furtherance of the purposes of the Museum.
- (b) Cheques on the CIO's bank accounts shall be signed by any two of the Chair, the Deputy Chair, the Honorary Treasurer and the Honorary Secretary.
- (c) The Annual Accounts of the CIO shall be prepared by the Honorary Treasurer and audited by the Auditor prior to their submission to the Charity Trustees and presentation at the Annual General Meeting.
- (d) All monies at any time belonging to the CIO and not required for immediate application for its purposes shall be invested by the Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the Charity Commissioners as may for the time being, be required by law or by the special trusts affecting any property in the hands of the Committee.

## 3.12. AMENDMENTS OF THE CONSTITUTION

As provided by clauses 224-227 of the Charities Act 2011:

- (a) The Constitution can only be amended by resolution agreed in writing by all members of the CIO or by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO. Notice of 28 days of such a meeting together with the text of the proposed amendment must be given to all members of the CIO and any Charity Trustees who are not Members. Nothing herein contained shall authorise any amendment the effect of which would be to cause the CIO at any time to cease to be a charity in law.
- (b) Any alteration of clauses 3 (Objects), 28 (Amendment of constitution) or 29 (Voluntary winding up or dissolution) of the Constitution of the CIO, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Charity Trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (c) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

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- (d) A copy of any resolution altering the Constitution, together with a copy of the CIO's Constitution as amended, must be sent to the Charity Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

## **3.13. WINDING UP THE CIO AND/OR THE MUSEUM**

As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

- (a) at a General Meeting of the Members of the CIO called in accordance with clause 5? of the Constitution (Meetings of Members), of which not less than 28 days' notice has been given to those eligible to attend and vote:
- (b) by a resolution passed by a 75% majority of those voting, or
- (c) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the General Meeting; or
- (d) by a resolution agreed in writing by all Members of the CIO.

Subject to the payment of all the CIO's debts, any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, must contain a provision directing how any remaining assets of the CIO shall be applied. . The available funds of the CIO shall be transferred and the Museum's artefacts shall be offered to such one or more charitable institutions having objects similar or reasonably similar to those of the CIO, as shall be chosen by the Charity Trustees and approved by the General Meeting of the CIO at which the decision to dissolve the CIO is confirmed. The minute books and other records of the CIO shall be deposited with such one or more of the said institutions or other appropriate bodies as the Charity Trustees shall decide.

The Charity Trustees may sell any artefacts not accepted by another charitable institution and dispose of the proceeds, or at their absolute discretion deposit any or all of the said artefacts in the manner referred to in this clause. In any case all the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular the Charity Trustees must send with their application to the Commission:

- (a) a copy of the resolution passed by the members of the CIO;
- (b) a declaration by the Charity Trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

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- (c) a statement by the Charity Trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with the Constitution of the CIO;
- (d) the Charity Trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any Charity Trustee of the CIO who was not privy to the application.
- (e) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

### **3.14. AMENDMENT OF THE RULES OF GOVERNANCE**

The rules of Governance are amended by decision of the Charity Trustees and come into effect when promulgated. Such amendments are then submitted for approval by the next General Meeting of the CIO.

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## **4. MENTORING AGREEMENT FOR BEAMINSTER MUSEUM**

Beaminster Museum will maintain an active professional mentor, and appoint them with a formal agreement. Ideally this will be a Museum professional and associated with the County Council.

The current mentor is Vicky De Wit, the Museums Advisor for Dorset, Bournemouth & Poole.

The full agreement is published separately on this website.

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## 5. BEAMINSTER MUSEUM VOLUNTEER AGREEMENT

The volunteer's gift of time is extremely valued by the Museum and without which the Museum would not exist. Thank you.

Beaminster Museum expects that volunteers be willing to:

- Help the museum achieve its aims and objectives.
- Work as a team member with other volunteers under the direction of the Museum Committee (e.g. Chair Person Collections Curator or Steward Co-ordinator, as appropriate).
- Carry out their agreed tasks to the best of their ability.
- Meet the commitment agreed to and notify the museum when this is not possible.
- Be courteous and helpful towards museum visitors and other volunteers.
- Familiarise themselves with, and adhere to, the Museum's guidelines, policies and procedures.
- Attend any training sessions useful for tasks to be undertaken or to meet health and safety requirements.
- Assign all copyright to the Museum of any original work created by them on behalf of the Museum.
- Maintain the confidentiality of sensitive information about the Museum.
- To obtain prior agreement from the appropriate museum committee budget holder for expenditure requiring reimbursement.

In return, Volunteers may expect that the Museum will:

- Offer opportunities to learn and develop new skills in a happy and friendly environment.
- Allocate tasks that match both the needs of the Museum with the skills, knowledge, experience, age and interests of the volunteer.
- Provide safe working conditions, training and tools for the tasks assigned.
- Operate an 'open door' policy which gives you the opportunity to discuss any concerns you may have or ideas for developing activities.
- Provide appropriate insurance cover for volunteers whilst undertaking voluntary work.
- Communicate effectively with its volunteers and keep them up-to-date with museum developments.

**Note:** This agreement does not constitute a contract of employment and is not legally binding. The work is undertaken by the volunteer freely, by choice and without concern for personal financial gain.

**Key holder:** Yes / No    **Date Issued** \_\_\_\_\_ **Date Returned** \_\_\_\_\_

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Name of Volunteer \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact name/number: \_\_\_\_\_

ID Details<sup>(1)</sup> 1. \_\_\_\_\_ 2. \_\_\_\_\_

Reference (1) Name/Contact Detail<sup>(2)</sup> \_\_\_\_\_

Reference (2) Name/Contact Detail<sup>(2)</sup> \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Museum \_\_\_\_\_ Date \_\_\_\_\_

**ID** <sup>(1)</sup> - 2 forms of ID are required from the following list. One of the documents must show the volunteer's current address.

*Enter the reference number of the ID seen on the form overleaf and any unique reference from the documentation e.g. passport number.*

1. Passport (any current and valid passport)
2. Current driving licence – photo card with counterpart
3. Current driving licence – old-style paper version
4. Mortgage statement (Issued in last 12 months)
5. Bank or building society statement (Issued in last 3 months)
6. Credit card statement (Issued in last 3 months)
7. Financial statement, e.g. pension or endowment (Issued in last 12 months)
8. P45 or P60 statement (Issued in last 12 months)
9. Council Tax statement UK and Channel Islands (Issued in last 12 months)
10. Utility bill (not mobile telephone bill, issued in last 3 months)
11. Benefit statement, e.g. Child Benefit, Pension (Issued in last 3 months)

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**References** <sup>(2)</sup> Add the name of the referees with details of their address or preferably a telephone or email address. The referee must have known the volunteer either at work or socially and for a period of at least 12 months.

**NOTE:** In holding personal data contained in this Agreement. the Beaminster Museum Trust will ensure that all relevant provisions of the General Data Protection Regulation (GDPR) are adhered to.

By completing this Agreement the Volunteer specifically gives permission for information therein to be accessible to other Volunteers because the Agreement contains vital information that may be required in the event of an emergency. The information is stored on the Museum's computer and also, quite openly, in the Stewards Handbook. Some contact details may also be displayed on notice boards

# Policy and Governance Documents – Organisational Health

## 6. FORWARD PLAN

### 6.1. INTRODUCTION

Beaminster Museum's Forward Plan is a key management document. It is based on the current state of the museum, plus input from the trustees, committee, members and volunteers to create multi-year objectives to help achieve the museum's aims. These objectives are then translated into actions for the current year. The Plan reflects the mission and aims of the Museum's voluntary team to a 5-year horizon, in continuing to provide a welcoming, interesting and memorable experience for visitors, maintaining and developing the collections, and running as efficient and effective an organisation as possible.

### 6.2. DEVELOPING THE FORWARD PLAN

The Forward Plan is developed through a continuous process of consultation with the Trustees, Museum Management Committee and volunteers, advised by feedback from Friends, users and other stakeholders and guidance from appropriate external bodies. It is reviewed and updated at least annually in Management Committee meetings. Copies of the Forward Plan are stored in the Policies folder in the Museum and on the Museum computer.

All volunteers and Friends are regularly reminded about their shared ownership of the Museum and about the shared responsibility that comes with it. They are proactively encouraged to make suggestions for improvement. Local government representatives are invited to all Management Committee meetings. The Museum also benefits hugely from the professional insights of its mentor Vicky de Wit.

Arts Council England recommended in its feedback to the Museum's successful bid for accreditation that the museum record at least one project against each of its listed Aims. This is now established practice.

### 6.3. STRATEGIC AIMS WORK PLAN

This Forward Plan lists, by aim, a set of multi-year objectives and the relevant actions that will be taken in the current calendar year to help achieve those objectives. It includes any items which were targeted on the previous plan for completion before the end of last year but which are still relevant and outstanding. The plan is reviewed each year by the committee and amended appropriately. The progress made against the actions and objectives is reviewed throughout the year at committee meetings. Any new strategic aims that the committee identifies will be added as required throughout the year.

# Policy and Governance Documents : Organisational Health

## 7. ANNUAL ACTIVITIES SUMMARY

### Beaminster Museum – Typical Annual Activities

#### January

1. Museum AGM
2. Send letter to schools regarding the Beaminster Festival
3. Update Organisation Chart and Profiles
4. Identify and timetable the updates required to Museum policies, where required.
5. Prepare for annual book sale – check that Peter Lemmy will take away unsold books
6. Ongoing Winter Talks

#### February

1. Prepare and distribute the Friends Museum Spring Newsletter
2. Review/update the Museum colour bi-fold leaflets

#### March

1. Annual Book Sale
2. Publicise Museum opening/distribute colour bi-fold leaflets
3. Draft the Stewards' Rota
4. Check and update the Stewards Handbook and create 'What's New section
5. Review/update/print the visitor black & white bi-fold leaflets
6. Review/update/print the Visitor numbers sheets, Session Reports and Friends Application forms.
7. Complete PAT check – spreadsheet in 'Electrical' folder
8. Check/renew items in the First Aid box that are out of date

#### April

1. Complete annual maintenance check (Update Building Maintenance Log)
2. Schedule Burglar Alarm check with 3rd party company
3. Complete annual Risk Assessment/ update list (sheet in folder)
4. Complete annual Security Review
5. Check Volunteer Agreements List – update where required
6. Renew SW Fed subscription, where required
7. Renew Dorset History Forum Subscription, where required.

#### May

Schedule annual fire extinguisher checks with 3<sup>rd</sup> party company – due in June)

#### June

1. Send Newsletter to Schools with details of Museum resources.

#### July

Support Beaminster Festival

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## **August**

Complete winter talks plan.

## **September**

1. Prepare and distribute the Friends Autumn Newsletter (send out subscription reminder letters)
2. Review Annual Water and Electricity consumption / reduce costs, when possible.

## **October**

3. Complete Annual Shop Stock take
4. Commence Winter Talks

## **November**

1. Agree Succession Plan
2. Review and agree next season's opening dates, times, admission/Friends charges
3. Review of visitor numbers – agree future strategy for increasing numbers
4. Confirm event dates for early next year; agree AGM Agenda
5. Confirm Gallery Quire arrangements and ticket price
6. Organise/publicise Museum Coffee morning (1<sup>st</sup> Saturday in December)
7. Organise/publicise Gallery Quire evening event

## **December**

5. Coffee Morning
6. Gallery Quire
7. Organise Christmas Lunch - New Year

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## **8. FINANCIAL STABILITY PLAN**

The Beaminster Museum Trustees are accountable for the financial health of the Museum.

The Trustees set and manage the budgets, with the approval of the members through the AGM, with the committee responsible for day to day financial decisions, as set out in the Governance documents.

The intent is to generate sufficient income every year to cover our costs, and maintain reserves at two years of operating costs.

### **8.1. RESERVES**

In June 2022 the Trustees agreed to increase the amount of funds held in reserves to £10,000 (pounds), nominally two years of operating costs, which was achievable with the residue of the Covid support grant.

### **8.2. EXPENDITURE**

The principle running costs of the Museum are the Building and Liability Insurance, Utilities (Electricity and phone and Internet), and general maintenance.

In 2023 this runs at about £7000.

### **8.3. REVENUE**

The main sources of Revenue in 2023, when we have dropped the entrance fee are:

- Winter Talks
- Book and Bric a Brac sales
- Shop Sales
- Friends Memberships
- Visitor donations
- Legacies

These will likely continue to be the main sources going forward.

### **8.4. GRANTS AND SUPPORT FROM NLHF, CHARITIES ETC.**

The Museum does not rely on grants or third party donations for routine income, solely to cover one off costs associated with specific and defined activities or exhibitions. The Museum is often recipient of support from the Dorset Council and town Council, but do not rely on these sources of support.

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The one off legacy of £100,000 from Miss Chesterman enabled the expansion to proceed.

The Museum does however regularly apply for and receive support, notably the original building conversion support, and the expansion support from the Lottery.

## 9. BEAMINSTER MUSEUM EMERGENCY PLAN

### 9.1. DEFINITION OF EMERGENCY

**An emergency is any incident which threatens the safety of museum volunteers or visitors to the museum and/or damages or threatens to damage or destroy the museum building, contents, facilities or services. The most likely and serious threats are accident, fire and flood. Other potential threats are anti-social or criminal behaviour.**

### 9.2. Occurrence of an Emergency

Any emergency is most likely to occur when the museum is unmanned – which it is for well over half the time in any year.

**This plan applies mainly to emergencies that occur when the museum is manned by volunteers, with or without members of the public present.**

### 9.3. Aim of the Emergency Plan

The plan provides the procedures and basic guidelines to be followed in the event of an emergency. The museum is committed to ensuring the safety and security of its volunteers and visitors at all times. This plan is coupled with a risk management programme to reduce the likelihood of an emergency.

At no stage is any volunteer or visitor expected to put themselves in danger under any circumstances.

### 9.4. Circulation of the Plan

Copies of the plan are held as follows:

- Stewards' Handbook
- Policies file in the Reference Section
- At the homes of emergency team members.
- On the website in the GOVERNANCE section.

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## 9.5. RESPONSIBILITY FOR THE EMERGENCY PLAN

The museum's Emergency Team is responsible for the implementation of this plan. If an emergency occurs when a member of the Emergency Team is not there the volunteers on duty must inform the members of the Emergency Team at the first opportunity. Until the arrival of the Emergency Team the volunteers must begin the implementation of the plan.

The members of the Emergency Team are listed in the Organisation chart at the beginning of this document.

## 9.6. INSTRUCTIONS FOR STEWARDS ON DUTY

Stewards' personal safety and the safety of visitors come before consideration of the building and collections in the event of an emergency.

All stewards should familiarise themselves with:

**The Emergency Floor Plan.** This is displayed on the stewards' desk and in the Stewards' Handbook.

**The Emergency Procedures of this Emergency Plan**

**The Stewards Handbook**

## 9.7. Accidents

For minor accidents a first aid kit (for self-administration) is available (on the shelf) on the wall to the right of the stewards' desk.

For accidents requiring professional treatment a doctor must be notified and/or an ambulance called.

**Nearest Doctor: Barton House, Yarn Barton car park.**

**Telephone: 0844 477 2444, 01308 861938**

**Ambulance – 999**

## 9.8. Fire

IF IN ANY DOUBT ABOUT THE DANGER PRESENTED BY EVEN A SMALL FIRE THE FIRE BRIGADE MUST BE CALLED.

DO NOT TAKE ANY RISKS IF A FIRE IS DETECTED

### Small Fires

If the fire is small you may make a quick attempt to put it out by yourself. If this is unsuccessful or you have the slightest worries then follow the procedures listed below for large fires.

# Policy and Governance Documents : Organisational Health

There are 4 x 9kg-water jet fire extinguishers, one located by the ground floor reception area, one in the Chesterman Room outside the store cupboard, one on the first floor at the top of the stairs to the left of the door into the Rose Gallery and one in the Rose Gallery outside the store room. These are suitable for tackling small, non-electrical fires.

There are 2 x 2kg-CO2 fire extinguishers one located on the ground floor adjacent to the main switch board and the other on the first floor at the entrance to the Admin office. There is 1 x 2kg Powder fire extinguisher on the first floor at the entrance to the Collections office. These are suitable for tackling small electrical fires e.g. kitchen, computers or electrical switches.

There is a fire blanket in the kitchen for use on small fires in the kitchen or elsewhere.

## Large Fires

The building is fitted throughout with smoke and heat detectors. If any one of these is set off two loud bells ring. These are located on the ground floor of the museum by the two doors on the front of the building.

In the event of a large fire, or any fire you are worried about, then the following procedures must be followed:

~ Make sure everyone in the building is aware and that they must leave immediately.

~ After ensuring the building is empty leave it yourself. If the alarm bells are not ringing, set them off by breaking the glass case by the exit door.

~ Call the fire brigade by dialling 999 – use your mobile or go to the Ollerod hotel.

Notify Mr. Motor and Farris, and the adjoining flat.

The two fire exits are at the main entrance and the passageway behind the meeting room. Both lead onto Whitcombe Road. Routes to them must never be blocked or obstructed and all should be unlocked when visitors are in the museum (the exit doors in the passage are never locked from the inside and are opened by pushing the crash bars).

The fire alarm does not automatically call the fire brigade. It rings in the houses of the three Emergency Team members concerned with the implementation of this emergency plan – One or more will come immediately to the museum on being alerted by the automatic telephone calls.

Once it is established that there has been a false alarm or the fire is out permission can be given to re-enter the building if it is thought safe to do so by Emergency Team members or the fire service. The fire alarm should then be switched off. This is done at the panel located on the ground floor on the left of the window recess between the kiosk Beaminster and the tall cabinet with medical artefacts. Switch it to OFF, then RESET and then NORMAL.

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The building and its contents must then be checked for damage by members of the Emergency Team or the fire service if present. If deemed to be safe volunteers and visitors can re-enter. If there is any doubt and particularly if the fire service is not in attendance extreme caution must be exercised in giving permission to re-enter.

## 9.9. Flood

The most likely cause of flood is water leaking from a burst pipe. The only water pipes in the building are (at the back) in the toilet and the kitchen.

There is a stopcock in the street, which then runs to the toilet, where our property stopcock is situated under the left hand side of the toilet window under the wooden duct which just pulls forward to remove. There is a separate isolation valve on the toilet cistern feed and for the taps under the sink in the kitchen.

## 9.10. Electrical Faults

If any serious electrical faults develop as evidenced by smoking wires and equipment then the electricity supply to the building should be shut down.

The main electricity distribution board is situated in the wall cupboard behind the Kiosk on the ground floor. The main switches are in the right hand half and can be accessed by opening the fuse box door.

A secondary consumer unit by the rear door feeds the Rose Gallery, The Chesterman Room and the Kitchen and Toilet.

Any damage and/or actions arising from electrical faults must be notified immediately to a member of the Emergency Team.

## 9.11. Anti-Social and Criminal Behavior

There is nothing of great value in the museum and certainly nothing to warrant any form of heroism.

In any situation involving threats to you, visitors or the museum's property do exactly what is requested of you and try to keep the situation calm.

When the crisis has passed inform the police and a member of the Emergency Team.

## 9.12. RECOVERY PROCEDURES FOLLOWING AN EMERGENCY

As soon as possible during an emergency or immediately it is over the stewards on duty should inform members of the Emergency Team. Their contact details are in Part 1.

### Keys

Keys for the display cabinets and store are kept in the secure cupboard in the passage behind the Meeting Room. Keys to access this cupboard are kept by

# Policy and Governance Documents : Organisational Health

members of the Emergency Team and in the metal filing cabinet (in the shop area) beside the Steward's desk in the Reception area.

## **Records and Data**

Copies of the Accession Register and back-up copies of the MODES data bases – for objects, images, oral histories, and reference section indexes and associated files (the museum's most valuable records of its resources) are held off the premises. There is therefore no special need to recover, or to take any risks to recover, computers or museum documents.

## **Artefacts**

There are no valuable artefacts requiring of special, immediate or emergency treatment for any damages caused by the emergency.

Water damages to fabrics, papers and other vulnerable artefacts will be mitigated by supervised removal to premises where they can be safely dried.

The Emergency Team directed by the Collections Curator will coordinate action for the protection or safe removal of the collections. External bodies will be contacted for professional advice to assist in damage limitation to objects and images. Appropriate advice will be sought regarding any remedial measures required as a result of damage caused by fire, flood or other emergency (para 3, Care and Conservation Policy).

Tools and equipment for salvage and clearing up are located in the museum workshop area on the first floor and in the kitchen. These will be supplemented as necessary by equipment loaned by volunteers.

## **9.13. EMERGENCY RECORDS**

**After the emergency is over the Emergency Team will begin the process of recording all events that occurred. This will cover the period from when the emergency was first detected to the completion of any recovery and salvage work up to the re-opening of the museum.**

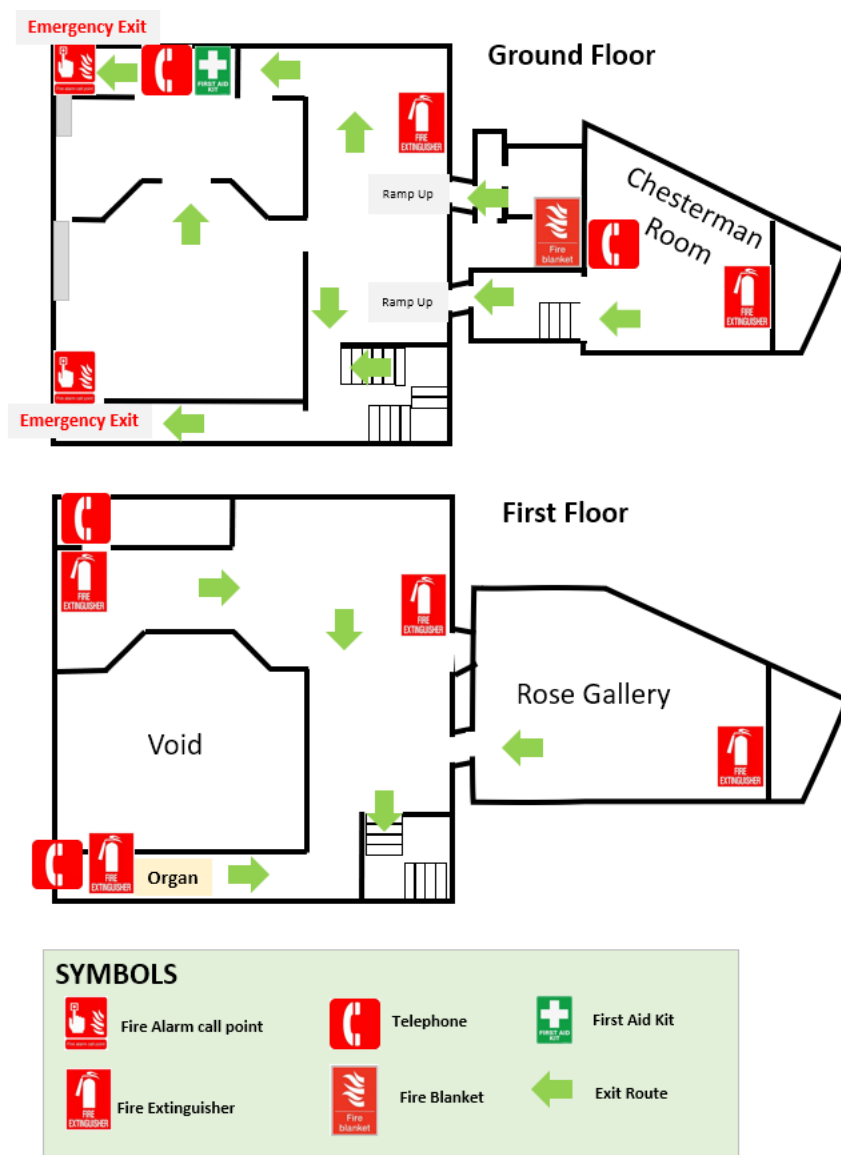
**These actions will be reviewed and any necessary changes made to the emergency plan.**

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## 9.14. ATTACHMENT (FLOOR PLAN)

Floor Plan of Museum attached below.

# MUSEUM EMERGENCY FLOOR PLAN



## 9.15. RELATED DOCUMENTATION

- Museum Risk Assessment File located in the Policies File in the reference section.
- Care and Conservation policy located in the Policies File in the reference section
- Pest Partners Plan.

# Policy and Governance Documents : Managing Collections

## 10. MANAGING COLLECTIONS

Relevant Policies are :

### 10.1. Hold and develop collections

*To meet the standard, you'll need:*

- a) To take responsibility for all the collections you manage. **See COLLECTIONS DEVELOPMENT POLICY**
- b) A policy, approved by the governing body, for developing collections, including acquisitions and disposals **See ACQUISITION and DISPOSAL PROCEDURES**

### 10.2. Managing Collections

#### Hold useful and useable information on collections

*To meet the standard, you'll need:*

**5.1** An approved documentation policy . See DOCUMENTATION POLICY

**5.2** To follow the primary Spectrum documentation procedures

**6.1** An approved collections care and conservation policy

Your museum must have a care and conservation policy approved by your governing body. See CARE AND CONSERVATION POLICY

**6.2** A collections care and conservation plan See CARE AND CONSERVATION POLICY

Your museum must have a plan to maintain and, where possible, improve the way you care for and conserve your collections.

This plan may be a separate collections care and conservation plan, part of an overall collections management framework or in your forward or business plan.

An approved Access Policy. See ACCESS POLICY

Your museum must have an access policy or statement approved by your governing body. It should cover how people can see, use, and reference your collection, gain access to your museum buildings and sites, and how you share information about the collection with people.

(We have chosen to group this part with the section on Users, rather than managing Collections)

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# Policy and Governance Documents : Managing Collections

## 11. COLLECTIONS DEVELOPMENT POLICY

Arts Council England will be notified of any changes to the acquisition and disposal policy, and the implications of any such changes for the future of existing collections.

### 11.1. RELATIONSHIP TO OTHER RELEVANT ORGANISATION POLICIES/PLANS

**The museum's Mission is defined here : See MISSION:**

The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

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.

Acquisitions outside the current stated policy will only be made in exceptional circumstances.

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 the Arts Council requirement to follow the Collections Trust SPECTRUM 5 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.

The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, 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. The museum will not undertake disposal motivated principally by financial reasons.

# Policy and Governance Documents : Managing Collections

## 11.2. HISTORY OF THE COLLECTIONS

The collections have evolved steadily throughout the relatively brief lifetime of the museum. There have been many different donors, but no major single benefactor. Virtually none of the artefacts have any significant commercial value, and no artefact has ever been singled out as 'key' in any way. There have been no notable disposals either.

An informal relationship with Natural England led to the museum becoming some years ago a de facto partner in the public display of fossils from Horn Park Quarry.

In recent years increasing emphasis has been laid on acquiring heritage-related information, even when unsupported by actual artefacts in the collections.

## 11.3. AN OVERVIEW OF CURRENT COLLECTIONS

### Defined area

The Permanent Collection consists of objects and images relating to Beaminster and local parishes and villages including Broadwindsor, Burstock, Chedington, South Perrott, Corscombe, Toller Whelme, Halstock, Hooke, Mapperton, Mosterton, Netherbury, Seaborough, Salway Ash, Thorncombe and Stoke Abbott.

These parishes are defined in the 2007 map of Dorset Museums catchment areas.

The Support Collections comprise objects and images which, although not accessioned, have been accepted into the Museum for the purposes of reference and research, education activities and for display purposes.

#### 11.3.1. Agriculture

Historically the main occupation of the area was agriculture and this is represented by a collection of agricultural implements and small machinery.

#### 11.3.2. Archaeology

Archaeological material includes tesserae from the Romano-British villa at Halstock, a Roman coin (see (2.5.9) 8.3.9. -Numismatics), and small finds from other periods.

#### 11.3.3. Archives

The collection includes documents and ephemera relating to local organisations and institutions. A number of important items have been deposited at the Dorset History Centre, including Beaminster Congregation Church records: registers, minute books and accounts.

#### 11.3.4. Costumes & Textiles

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The collection comprises women's clothing, mainly from the Victorian period; a bandsman's uniform of the Beaminster Brass Band; a nurse's uniform; Second World War items including Home Guard, Women's Land Army and AFS, and a tank suit; 1950s wedding dress; Brownie uniform.

## **11.3.5. Decorative & Applied Art**

A silver teapot and jug given by Beaminster inhabitants to a parish Overseer of the Poor in 1834; banners for the Primrose League Beaminster Habitation No. 359 and the Melplash Women's Institute; a marble memorial to a prominent local non-conformist, James Daniel; silver goblet awarded at Beaminster Poultry Show 1892; bas relief by David Keech; aisle decorations from Holy Trinity Church.

## **11.3.6. Fine Art**

An early 20th century portrait in oil of a Beaminster benefactor, Peter Meech, by Victor Horsburgh; prints of local buildings and views including St. Mary's Church by Abel Bugler, a local artist; a painting by Dr Lake.

## **11.3.7. Geology**

A collection of ammonites and other fossils from Horn Park Quarry.

## **11.3.8. Medical**

A 19th century domestic medicine chest; manuscript will of an 18th century Beaminster doctor, William Dunning.

## **11.3.9. Music**

An early 19th century chamber organ originally belonging to the Congregational Church (still played on appropriate occasions); drums and tuba from the Beaminster Band.

## **11.3.10. Numismatics**

A Roman coin AD77-78; two 17th century trade tokens issued by local tradesmen; sack tokens; medals presented for school attendance and for leisure activities; military badges and insignia.

## **11.3.11. Personalia**

Personal items associated with prominent local persons including Richard Hine, chemist, photographer and historian.

## **11.3.12. Photography**

A collection of images of local places, people and events, including images taken by Beaminster photographers Richard Hine and WH Guppy.

## **11.3.13. Social History**

A major part of the Permanent Collection consists of objects associated with the commercial heritage of Beaminster and the nearby villages, including shops, businesses and trades and

# Policy and Governance Documents : Managing Collections

local industry. Objects relating to domestic life, religion, schools, sports and leisure also form an important part of the collection.

## 11.4. SUPPORT COLLECTIONS

- (a) Items held within the Support Collections are not accessioned and therefore do not form part of the Museum's Permanent Collection.
- (b) A Photographic Support Collection contains digital copies of original images loaned to the Museum for the purpose of display and/or as reference material.
- (c) An Education Support Collection contains objects and images to enhance learning within the Museum or for outreach activities.
- (d) An Oral History Collection comprises recorded reminiscences by local people.
- (e) The Reference Section comprises books and written materials, maps and information reference files.
- (f) The Flax & Hemp display contains several artefacts purchased or commissioned for the purpose, but which are non-accessionable for a variety of reasons.

## 11.5. THEMES AND PRIORITIES FOR FUTURE COLLECTING

- (a) The Museum shall seek to acquire objects and images from all periods relating to the existing collections, and/or with direct association with the people, places and events within the defined area, subject to the constraints set out in "Acquisition".
- (b) The Museum may acquire non-local material which, having been established within the defined area or forms a collection significant in its own right
- (c) Materials from nearby Dorset parishes may be accepted subject to consultation with other museums.
- (d) The Museum will acquire materials for its Support Collections within the constraints set out herein.
- (e) The Museum will not seek to acquire biological material.
- (f) The Museum does not hold and will not acquire any human remains.

## 11.6. THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL

The museum does not intend to dispose of collections during the period covered by this policy. As documented in, "rationalisation and disposal", either for curatorial or financial

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reasons, are entirely non-routine activities that will only occur after very careful consideration by the governing body. One exception to this ground rule is action taken to de-accession any artefact which for any reason is subsequently deemed to have been accessioned in error. In such cases, the procedure followed, including actual disposal, will be identical to that governing non-acceptance in the first place.

## 11.7. LEGAL AND ETHICAL FRAMEWORK FOR ACQUISITION AND DISPOSALS

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

## 11.8. COLLECTING POLICIES OF OTHER MUSEUMS

**11.8.1.** 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 and to facilitate research.

**11.8.2.** Specific reference is made to the following museum(s): Bridport, Lyme Regis, Sherborne, Chard, Crewkerne and Yeovil, plus the Dorset County Museum and Dorset History Centre.

## 11.9. ARCHIVAL HOLDINGS

The museum holds many photographs, both hardcopy and digital. It also stores copies of relevant documents. The intention is to continue to expand these archives, subject to all items relating to the museum's 'catchment area'. Non-accessioned archival holdings are deemed part of the Support Collection and as such are documented and cross-referenced as clearly as practicable. The governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## 11.10. ACQUISITION

**11.10.1.** The museum requires any acquisition to be approved for accessioning by at least three members of a published 'acceptance list'. The list incorporates volunteers from the Documentation Team and those with special local heritage knowledge. The curator may stand in for any of these individuals if required, and also has a casting vote in the event of any lack of consensus.

**11.10.2.** The museum recognises its responsibility in acquiring additions to its collections to ensure that the care of collections, documentation arrangements and use of collections will meet the requirements of the

# Policy and Governance Documents : Managing Collections

Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

**11.10.3.** The policy of the museum is primarily to acquire material by donation. However, the Curator has authority to purchase items within the terms of the current Acquisition Policy up to a limit of £100 in each financial year. All purchases will be reported to the Beaminster Museum Trust (Executive) Management Committee which may authorise the purchase of items valued above this amount.

**11.10.4.** The museum will not normally accept material on loan unless for the purposes of temporary exhibition or copying. Other proposed loans will be considered with a report from the Curator and will only be entered into where the item is of exceptional interest to the museum. Any loan will be agreed in writing by the lender and the museum, including allocation of responsibilities for insurance and transport arrangements, and shall be for a specified fixed term only, renewable in writing. Use of the term 'permanent loan' shall be avoided and items will not be accepted on this basis.

**11.10.5.** 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).  
Moreover, the museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, 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.

## **11.10.6. ILLICIT ITEMS**

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.

## **11.11. HUMAN REMAINS**

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The museum does not hold or intend to acquire any human remains.

## **11.12. BIOLOGICAL AND GEOLOGICAL MATERIAL**

The museum will not acquire any biological material. So far as 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 any appropriate outside authority.

## **11.13. ARCHAEOLOGICAL MATERIAL**

- (a) The museum will not acquire archaeological antiquities (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.
- (b) 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).

## **11.14. EXCEPTIONS**

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.

## **11.15. SPOLIATION**

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.

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## 11.16. REPATRIATION AND RESTITUTION OF OBJECTS AND HUMAN REMAINS

Not applicable, as our policy is to only have local objects, and not to keep any human remains.

## 11.17. DISPOSAL PROCEDURES

- 11.17.1.** All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 11.17.2.** 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.
- 11.17.3.** 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.
- 11.17.4.** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 11.17.5.** 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.
- 11.17.6.** A decision to dispose of a specimen or object, whether by gift, exchange, 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.
- 11.17.7.** 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.

# Policy and Governance Documents : Managing Collections

- 11.17.8.** 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.
- 11.17.9.** 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.
- 11.17.10.** 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 the Arts Council England.
- 11.17.11.** 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.
- 11.17.12.** 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.

## **11.18. DISPOSAL BY EXCHANGE**

- 11.18.1.** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another

# Policy and Governance Documents : Managing Collections

Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

- 11.18.2.** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs (16.1-5) 8.19.3 – 5 will apply.
- 11.18.3.** If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 11.18.4.** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites.
- 11.18.5.** **Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.**

## 11.19. DISPOSAL BY DESTRUCTION

- 11.19.1.** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 11.19.2.** 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.
- 11.19.3.** 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.
- 11.19.4.** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will

# Policy and Governance Documents : Managing Collections

be carried out by trained staff where required.

**11.19.5.** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

## **11.20. ACQUISITIONS NOT COVERED BY THE POLICY**

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

# Policy and Governance Documents : Documentation

## 12. DOCUMENTATION POLICY

Beaminster Museum exists to collect, conserve and exhibit objects, images and records associated with the history of Beaminster and the surrounding villages.

It takes its responsibility for the objects in its care extremely seriously.

The context within which the documentation of the objects and images in the collections exists is to be found in the Museum's Policies below.

- **Collections Development Policy** which identifies the parameters for collecting.
- **Care and Conservation Policy** which details the ways in which we ensure that the collections are safe and properly cared for.

### 12.1. RECORD-KEEPING (DOCUMENTATION)

We aim keep accurate and up-to-date records so that we always know what we have, where it is and if it has received any remedial action or conservation intervention. Collection records (Accession Register and MODES backup) are kept off-site.

We follow the Spectrum 5.1 standard (Spectrum is the UK collection management standard that is also used around the world) from the collections trust.

The documentation of the objects and images in the collections:

- conforms to **"SPECTRUM 5.1 Primary Procedures"** for documentation
  - Object Entry, Acquisition, Cataloguing, Location & Movement Control,
  - Object Exit, Loans In, Loans Out and, if necessary,
  - Retrospective Documentation).
- is advised by the practices published in Dorset Museums Advisory Service's **"Guide to Museum Documentation"**.
- follows the procedures published in Beaminster Museum's Collection Documentation guidance folder.

### 12.2. ACCESS TO INFORMATION

Catalogue information about the objects and images in the collections (with the exception of donor's details) should be available in the Reference Section extracted from the MODES database.

History files containing additional information about individual artefacts are filed by Accession Number and available to researchers by application to the Curator.

## Policy and Governance Documents : Documentation

Labels and captions accompanying artefacts on display will conform to the Museum's own guidelines for readability, legibility and content.

### 12.3. 'FUTURE-PROOFING'

To ensure that the danger of technological obsolescence is mitigated Beaminster Museum will:

- regularly review its methods of record-keeping in the light of technological changes and innovations which may result in system or software obsolescence.
- plan for replacement of recording and retrieval systems and software as required.
- be aware of over-reliance on present electronic or digital systems, retain and update its paper records to provide a fall-back position.

# Policy and Governance Documents : Publications

## 13. PUBLICATIONS POLICY

### 13.1. STANDARDS AND CONTENT

Beaminster (m) Museum regularly publishes a variety of documents and booklets for sale to the public through the Museum shop.

As these are issued under the Museum's imprint it is essential that the standards of presentation and content are high.

These comments do not apply to the Museum display text for exhibits, which has a separate format and review policy.

### 13.2. PUBLICATIONS GROUP

Publications must serve to protect and enhance the reputations of both the author and the museum. To assist with this the museum has set up a 'publications group' to advise on and monitor publications before they are printed.

This group has two main activities:

- (1) to recommend a contents format thereby developing a recognisable house style, and
- (2) to read and comment on the text before publication.

The guidelines provide a flexible framework for museum publications. They are not intended to be rigid.

### 13.3. LAYOUT AND TEXT

Contents Format (6 or 7 pages)

Publications of the booklet/book type should contain the following.

Front cover with the museum's logo, the logo of any other organisation involved in the publication eg funding, a title that is self-explanatory and catchy and the author's name(s).  
Inside title page with author's name.

Publication details to include: year, publisher's address (Museum), notice of copyright and statement that 'All rights reserved ISBN number ( The Museum has an allocated block of numbers) , printer's name and address.

Information about the author and acknowledgements. Copyright permissions.

Contents

# Policy and Governance Documents : Publications

A page (inside back cover possibly) with information about Beaminster Museum (see 'School Report' book and to include web and email addresses) and titles (recent/relevant) it has previously published.

Outer back cover: Summary of the book, price, ISBN number, museum logo logo of any other body involved.

## Text

The publication's text will have been much thought about and discussed, by the author and others, during the research and writing stages. The following guidelines can be followed to develop a consistent housestyle : calibri font, size 12 for text, 16 and 14 for main heading/subheading, justified left and right margins, margins circa 2cm, no headers/footers/footnotes, centralised bottom-of-page page numbers.

The default booklet size is A5 and not more than about 40 pages, excluding contents etc.

The publication group's review of the final/near final text is intended to bring a fresh mind to the text, one that has not been involved in preparation and writing to identify any typos, grammatical errors, repeated information etc. and

- To identify, so far as knowledge permits, any errors of fact or textual contradictions.
- To check text for any legal considerations e.g. libel and copyright issues.
- To comment on presentation if thought necessary.

The text review will not be a detailed critique of the contents.

# Policy and Governance Documents : Copyright

## 14. COPYRIGHT & DIGITISATION POLICY

The real implications of copyright for the Museum are ensuring we are legally compliant in the areas of working with the photos in our own collection, downloading images from the internet to support exhibitions or illustrate publications, and selling items with images (postcards, mugs, tea towels, etc.) in the shop.

### 14.1. BACKGROUND:

- a) Copyright legislation is extremely complex. Nobody knows everything there is to know about it.
- b) The copyright laws were first introduced in 1709 and haven't been updated since 1988, so they're wholly unsuited to the modern world of internet usage, social media, etc. They definitely still exist, they just don't fit very well
- c) Almost all museums break the law on a regular basis\* (n) in order to follow the best practices required for accreditation it's almost inevitable. For instance, it's technically illegal for us to load many images on to MODES without the express permission of the photographer (who in most cases is either unknown or dead) or to back them up in case our computers malfunction.
- d) There's virtually no case law in this area.

### 14.2. THE KEY POINTS:

- a) The owner of the copyright for an image isn't necessarily the same person as the owner of the photograph itself. Unless copyright has specifically been assigned elsewhere it always lies with the creator, that is the photographer.
- b) if we, as museum volunteers rather than employees, create something for the museum, such as a book or new photograph, then the copyright rests with us as individuals, not with the museum as an organisation.
- c) If we know for certain that the creator of an image died before 1952 (i.e.: more than 70 years ago) then that image is out of copyright and we can do with it what we like.
- d) If the creator is unknown, then if we know for certain that the photograph was taken before 1952 it is also deemed to be out of copyright.
- e) if the photographer was possibly or definitely still alive in 1952, or, if unknown, the photograph might have been taken since, then somebody somewhere holds the copyright and we cannot normally reproduce it in any way without permission of the creator. The one obvious exemption that might apply in our case is for private, non-commercial research, such as somebody trying to do their family tree.
- f) The Francis Frith postcard situation is complex because of images on their website being their own (modern) photos of their own postcards of their own photographs, they're definitely out of bounds, but it's not worth asking them either about permission to reproduce hardcopy postcards or risking publishing any of them without permission.

## Policy and Governance Documents : Copyright

- g) If you do not know who holds the copyright you are expected to exercise 'due diligence' to find out\* This is obviously vague, but if push came to shove and litigation was involved, it probably means a written record of the efforts you made to trace the creator.

In reality, since in many cases it's impracticable or impossible to trace the copyright holder, you enter risk assessment mode. In other words, you acknowledge that you're about to break the law in the conduct of what you consider to be reasonable non profit activity, but you have to ask yourself about the implications of the copyright holder actually materialising and taking exception. It could result in a heavy compensation award or imprisonment.

It's far more likely that the worst-case scenario is that you'd have to 'take down' the offending item which is simple for a website, but not quite so straightforward or cheap for a book of which you have just printed 200 copies. It's probably not great for publicity either.

Exhibition displays are not automatically exempt from copyright restrictions. We shall always try to be a responsible and ethical organisation

# Policy and Governance Documents : Care and Conservation

## 15. CARE AND CONSERVATION POLICY

<b>Governing Body:</b>	<b>Beaminster Museum Committee</b>
Date approved by Governing Body:	(15 <sup>th</sup> February 2017)
Date for review of policy:	2023 2028

### 15.1. MUSEUM'S STATEMENT OF PURPOSE

To encourage research, collect, conserve and exhibit objects, images and records associated with the history of Beaminster and the surrounding villages, so adding to the cultural and educational facilities for local adults, children and visitors to the area.

### 15.2. STANDARDS OF CARE

Beaminster Museum will provide appropriate conditions for the preservation of all objects and images in its permanent collections and any items for which it is temporarily responsible through the implementation of 'best practice' as advised through professional documentation and advice (for example: 'Benchmarks in Collection Care' (Arts Council, Dec 2011); BS5454 'Recommendations for the Storage and Exhibition of Archival Documents').

Preventative care will include:

### 15.3. ENVIRONMENTAL CONDITIONS

Temperature, relative humidity ,light levels, airborne pollution, contamination and pest control will be managed to provide a satisfactory compromise between the preservation of objects and images in the collections, the constraints imposed by the fabric of the historic Grade II listed building that houses the museum and accessibility to users and volunteers.

Temperature and Humidity data in each of the cases is monitored and manually recorded. The overall Museum Temperature, Humidity, CO2 levels etc., is monitored in two locations and recorded digitally.

#### 15.3.1. Storage and display

Materials of archival quality that meet preservation and conservation standards will be used for the storage and display of the collections.

# Policy and Governance Documents : Care and Conservation

## **15.3.2. Security**

The security of the collections and any items on temporary loan will be maintained through measures appropriate to specific individual requirements (for example: building security, locked cabinets, locked storage areas and by fixing or tying down of individual or groups of objects through the use of security screws and other materials). Consideration will be given to the handling and moving of artefacts to ensure their safety and protection as well as that of the handler.

## **15.3.3. Condition assessments**

A condition assessment will be made on every artefact prior to acquisition, loan or display. Any remedial action (e.g. woodworm treatment) or conservation measures undertaken will be documented. A visual inspection of artefacts on display will take place annually and those stored will be monitored regularly.

## **15.4. EMERGENCY PROCEDURES**

The Accession Register and back-up copies of MODES are stored offsite to prevent loss of documentation. The Curator will co-ordinate action for the protection or safe removal of the collections in the event of a significant emergency (fire or flood), as per the Emergency Plan, and will contact external bodies for professional advice to assist in damage limitation to objects and images. Appropriate advice will be sought regarding any remedial measures required as a result of damage caused by fire, flood or other emergency.

## **15.5. ACCESSION CONSTRAINTS**

Accepting objects or images into the collections or for temporary loan or display. Beaminster Museum will only accept artefacts into its collections if it can ensure high standards of preservation and care appropriate to the artefact and in line with the standards required under Accreditation.

The Collection Development Policy identifies the collecting areas, parameters and limitations to collecting.

## **15.6. TRAINING**

New volunteers involved in collection care will receive in-house advice and guidance from the Curator and other experienced volunteers. Within financial constraints external training opportunities will be sought and information derived from such training will be disseminated through a 'cascade' model.

# Policy and Governance Documents : Users

## **16. USERS AND THEIR EXPERIENCES**

### **16.1. ACCESS POLICY (PREVIOUSLY DIVERSITY & EQUAL OPPORTUNITIES POLICY)**

#### **16.2. POLICY AIMS**

The aim of this policy is to communicate the commitment of the Trustees and Committee to the promotion of equality of opportunity and diversity in the Beaminster Museum. It is the Museum's policy to provide equality to all irrespective of:

- Gender, including gender reassignment.
- Marital or civil partnership status, with or without dependants.
- Religious belief or political opinion.
- Race (including colour, nationality, ethnic or national origins).
- Disability.
- Sexual orientation.
- Age.

#### **16.3. PEOPLE**

This policy must be followed by:

- Trustees and Committee members
- All volunteers (including Collection Care Team, History Team, Stewards) at the Museum.

This policy will be made available to all users of the Museum building.

#### **16.4. THE MUSEUM AS A SERVICE PROVIDER**

The Museum's displays and events will be available to all. When access is limited by disability alternatives (e.g. commented videos, accompanied guidance) will be provided.

The Museum will strive to improve the opportunities for all. We will :-

- Value cultural diversity by recognising that people have different needs, beliefs, values and abilities and that those differences need to be both respected and promoted.
- Strive to prevent occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

## Policy and Governance Documents : Users

- Fulfil our legal obligations under the equality legislation and associated codes of practice
- Endeavour to attract growing and diverse on-site, off-site and on-line audiences by better understanding and responding to their needs and expectations.
- Provide accessible facilities to the building, which is small and listed, where possible. (There is a ramp to the front entrance, hand rails and adequate toilet facilities – there is a stair lift to the upper floor and there is a stair lift on the ground floor to the Chesterman Room .
- Ensure that all new text displays conform to the minimum font size, type and colour of the agreed house style for Beaminster Museum.
- Provide accompanied guidance round the Museum if requested and where possible.
- Further develop to provide commented video or alternative methods of non-physical access to the displayed collections upstairs and downstairs.
- Improve the search capabilities for access to our digital resources.

### **16.5. IMPLEMENTATION**

The Trustees and the Committee will implement this policy.

The Trustees and Committee will:

- Communicate the policy to all Trustees, Committee members, volunteers and visitors at meetings, within volunteer handbooks and on the Museum notice board.
- Ensure that adequate resources are made available within budgetary constraints to fulfil the objectives of the policy.

### **16.6. MONITORING AND REVIEW**

The effectiveness of our equal opportunities and diversity policy will be reviewed as laid down in the Cyclical Policy Review. It will be updated as necessary.

### **16.7. COMPLAINTS**

Users of the Museum who wish to make a complaint about the perceived non-implementation of the policy will be encouraged to do so, in writing, to the chairman of the Museum. He/she will bring the complaint to the attention of the management committee for appropriate action.

# Policy and Governance Documents : Safeguarding

## 17. SAFEGUARDING POLICY

### 17.1. INTRODUCTION

Beaminster Museum strives to make a positive contribution to a strong and safe community and recognises the right of every individual to be safe and secure. We will ensure that our activities are safe for our staff, volunteers and users. Safeguarding children, young people and adults is everybody's business. There are a number of laws that protect individuals from harm or abuse including the Human Rights Act 1998, Childrens Act 1989 and 2004 and Care Act 2014.

Beaminster Museum has put in place safeguards to protect those who volunteer for us and our users including children, young people and adults at risk. Beaminster Museum has also put in place safeguards to avoid putting their volunteers in positions where harm or abuse might be alleged, and to ensure that all volunteers know exactly what to do should harm or abuse be suspected.

A strong safeguarding culture at Beaminster Museum means:

- We will protect people
- We will minimise the risks of any harm or abuse
- Everyone volunteering at Beaminster Museum has confidence their concerns will be dealt with appropriately
- Everyone volunteering at Beaminster Museum understands their role

### 17.2. Definitions

For the purposes of safeguarding a child is defined in the Childrens Act 1989 and 2004 as anyone under the age of 18.

A vulnerable adult is defined as someone who has needs for care and support, whom is experiencing or at risk of abuse, neglect or as a result of their care needs, is unable to protect themselves (Care Act 2014).

### 17.3. Beaminster Museum Values

All users including children, young people and adults at risk have the right to a friendly, secure, caring and safe environment whilst within Beaminster Museum.

The needs of the child/adult at risk are paramount and should underpin all safeguarding work, working to the policy and procedures agreed by the Pan-Dorset Safeguarding Children Partnership and the Dorset or Bournemouth, Christchurch and Poole Safeguarding Adults Board.

The primary duty of volunteers, whatever their nominated role with Beaminster Museum is to protect children, young people and adults at risk from significant harm.

# Policy and Governance Documents : Safeguarding

In law, young people aged 16 years and over are presumed to have capacity and as such Beaminster Museum believes it important that young people aged 16-18 years are able to become independent museum visitors in a safe and accessible environment.

It is not Beaminster Museum's responsibility to investigate suspected abuse but to report concerns to the local contacts (see Section 8).

Responsibility for safeguarding children, young people and adults at risk must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.

Beaminster Museum has a responsibility to inform children and young people, and adults at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm or abuse when disclosed or observed.

## 17.4. Preventing Opportunities for Harm

Beaminster Museum aims to:

- Ensure that our activities are safe for those who volunteer for us and those who use our services
- Provide appropriate safeguarding training to our volunteers
- Develop appropriate practices for volunteers (see section 4.2)
- Develop and then implement procedures for reporting suspected cases of harm and abuse
- Make our Safeguarding Policy available
- Designate an appropriately trained and informed individual/s to be the person/s with whom safeguarding concerns are discussed initially i.e. Nominated Safeguarding Officer (NSO)

## 17.5. Safer Practice in Direct Work

No Beaminster Museum volunteer will be alone with a child or adult at risk without alerting others to the reason. This is key to our approach.

Children under the age of 16 who are not accompanied by an adult are not admitted into the Museum.

Volunteers at the Museum are expected to always undertake their role with appropriate concern for the well-being for all visitors and other volunteers.

Volunteers must not use inappropriate language or behaviour.

Volunteers will only administer first aid when it is not possible for the injured or sick person or their designated carer/responsible person to do so or where any delay in providing urgent first-aid pending the arrival of medical aid would be harmful to the person concerned. If first aid or emergency care is administered it should be done, wherever possible, in the presence of another adult except in the rare situation of serious injury.

Any concerns of harm or abuse, or disclosure, will be acted upon IMMEDIATELY.

# Policy and Governance Documents : Safeguarding

Schools or other similar visiting groups with children / young persons are expected to remain responsible for their group and to provide sufficient responsible adults for effective supervision.

All allegations of harm or abuse against a volunteer, however minor, are reported to the NSO and the procedure to be followed will be in line with the Pan- Dorset Safeguarding Children Partnership or the Bournemouth, Christchurch and Poole Safeguarding Adults Board.

Safeguarding also means reducing the risk of injury. Therefore, we will carry out appropriate risk assessments before undertaking events/activities. This will include balancing the danger of injury against the benefits for participants.

## 17.6. Types of Harm

There are various forms of harm and abuse that can be evidenced by physical and behavioural indicators:

- Physical abuse
- Domestic violence and Domestic abuse
- Sexual abuse
- Emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect
- Radicalisation

Further information is available from Pan-Dorset Safeguarding Children Partnership or Bournemouth, Christchurch and Poole Safeguarding Adults Board and [www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse](http://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse)

## 17.7. How to Report Suspected Harm

Those working for Beaminster Museum may suspect someone is being harmed, or is in danger of being harmed, by observing their appearance and/or behaviour or be told directly (i.e. a disclosure). If anyone involved with Beaminster Museum has a suspicion or receives a disclosure then they MUST act.

Where a volunteer suspects a child or adult at risk has or is being harmed they will follow the process below:

- 17.7.1. Reporting volunteer has concerns about a child or adult at risk's welfare. If the child or adult at risk disclosed information you should:**

## Policy and Governance Documents : Safeguarding

- Stay calm, treat them seriously, offer them support and listen to them but not press for more details.
- Explain that you cannot guarantee confidentiality and that you have a duty to report to the nominated safeguarding officer (inform parent/carer unless it would increase risk of harm).
- Using the Beaminster Museum Safeguarding Reporting Form (Appendix A) record what was disclosed; what was observed, when, where and who else was there, date, time of disclosure/ concerns. Complete the form as fully as possible.
- Keep any evidence safe.
- Do not attempt to discuss this with the person alleged to have caused the harm.

**17.7.2.** If the reporting volunteer believes the child or adult at risk is in immediate danger - call **the police and /or an ambulance on 999. If not go to 17.7.3.**

**17.7.3. volunteer discusses with NSO as soon as possible and within the same working day and a decision is taken whether to take further action (if the person is unable to discuss with the NSO they should decide whether to take further action). If yes go to 17.7.4.**

**17.7.4. NSO makes appropriate referral (see Contacts) within 24 hours of disclosure or concern**

**17.7.5. Raised and completes the action plan on page 2 of the safeguarding reporting form. NSO will inform the Trustee with safeguarding responsibilities. A copy of the report will be kept in the Beaminster Museum Incidents file. (All information will be gathered, recorded and stored in accordance with current data protection law and Beaminster Museum's Data Protection Policy and Confidentiality Policy).**

Refer to flowchart - Appendix B

### **17.8. Whistleblowing**

Beaminster Museum is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, volunteers and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns or want to complain about a lack of action on a safeguarding concern, speak to the NSO or to the Lead Trustee. However, if you have continuing concerns, e.g. your concerns are not acted on, you are encouraged to contact the appropriate authorities (the local safeguarding boards and/or Police). Advice is available from Protect - free confidential advice for people who witnessed

# Policy and Governance Documents : Safeguarding

wrongdoing in their workplace but are not sure how to raise their concerns -  
<https://protect-advice.org.uk/> (020 3117 2520) and NSPCC National Whistleblowing Advice Line on 0800 028 0285.

## 17.9. Contacts

Beaminster Museum:

Nominated Safeguarding Officer: Christopher Pryke mobile: 07590844133

Trustee with safeguarding responsibilities: Matthew Kirkman mobile: 07903 698168

For concerns about an immediate risk or harm to a child/young person or adult at risk ring the Police on 999

If the NSO is unavailable contact:

Child/ Young person: Children's Advice and Duty Service: 01305 228866 or BCP First Response Hub: 01202 123334 (Mon-Fri) 01202 738256 (weekends and Bank holidays)

Vulnerable adult: Dorset Council: 01305 221 016 (Mon-Fri) 01305 858 250 (weekends and Bank holidays)

Safeguarding Policy and Procedures Concerning Children, Young People and Adults at Risk

Issue date: June 2025

Review date: June 2026

# Policy and Governance Documents : Safeguarding

## 17.10. Appendix A SAFEGUARDING REPORTING FORM

Complete as fully as possible

<b>Form complete by:</b> <b>(Please PRINT name)</b>	
<b>Contact details:</b>	
<b>Name of child or vulnerable adult:</b> <b>(if known)</b>	<b>Name of adult responsible for child or vulnerable adult (e.g. teacher or group leader)</b>
<b>Name(s) of other responsible adults (e.g. class teacher) made aware of the details of the disclosure and/ or incident:</b>	
<b>Location of incident:</b>	<b>Date and time of incident:</b>
<b>Is the child or vulnerable adult aware that you will be sharing this incident with others?</b>  <b>YES/NO</b> <b>More details (if required)</b>	
<b>Write all details of disclosure or safeguarding incident.</b> If you are recording a disclosure try and use the exact words of the child or vulnerable adult.	

Please turn over the page

# Policy and Governance Documents : Safeguarding

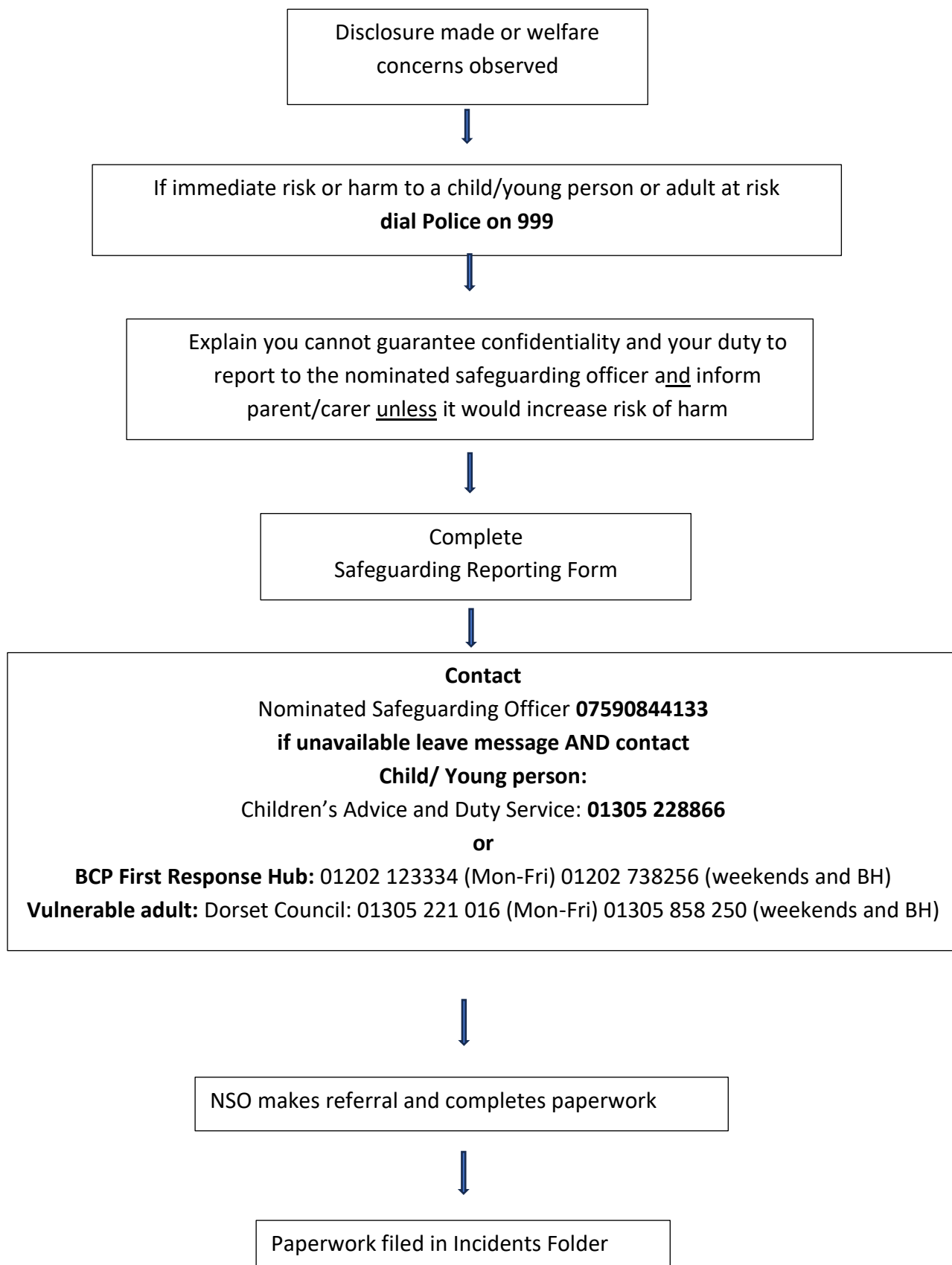
Details of actions taken: (this may be completed by the Nominated Safeguarding Officer)

To be filled out by the Nominated Safeguarding Officer

Date received	
Name of NSO	
Signature	

# Policy and Governance Documents : Safeguarding

## 17.11. Appendix B Reporting Mechanism Flowchart



# Policy and Governance Documents : Learning and Discovery

## 18. LEARNING & DISCOVERY POLICY

### 18.1. INTRODUCTION

This policy addresses the Museums Educational offer, to the local community and schools.

### 18.2. AUDIENCE

The Museum collections and building have been developed for the general public but the Museum will make a special effort to develop its use by encouraging specific users:

- The local community (individuals, families and groups)
- A range of visitors with specific learning objectives (e.g. family and local historians)
- Education groups (incl. Nursery/Play Groups, Primary and Secondary Schools, adult groups (such as (IJ3A) U3A, local history societies, Women's Institutes).
- Volunteers (including Stewards).

### 18.3. LEARNING FACILITIES

The Learning & Discovery policy will support the aims and targeted audience by:

- Improving and expanding the range of media (e.g. oral, written, and interactive) available at the Museum.
- Ensuring (that) that displays, events, and exhibitions have local content of interest to local people.
- Providing learning opportunities linked to local events.
- Providing learning activities for all ages when planning and implementing Museum exhibitions, displays, talks, publications etc.
- Encouraging the use of the Museum artefacts and exhibitions by schools, local groups, and adult learners within the Museum itself or at other secure venues.
- Providing objects that can be handled and explored (e.g. Loans boxes, Museum artefacts).
- Developing and expanding the link between the Beaminster Museum and other local Museums.
- Continued contact with the Dorset Museum Advisor, Dorset County Museum Education Officer and Learning officers at other community Museums.

### 18.4. MANAGEMENT AND RESOURCES

#### 18.4.1. Volunteers

# Policy and Governance Documents : Learning and Discovery

The Curator's role incorporates that of Learning Coordinator. The role will be to develop the educational service in line with the above policy and with the support of other volunteers. Other areas of learning will be designed and implemented by the volunteer(s) responsible for organising individual talks, tours and exhibitions, with reference to the Learning Co-ordinator. Volunteers (and) stewards will be made aware that learning and discovery is one of the Museum's main aims.

## **18.4.2. Funding**

The Museum should provide sufficient funds within its normal budgetary constraints for the production and effective distribution of:

- Teachers' resource materials (packs, worksheets, digital materials)
- Loans boxes
- Information publicising Museum events and learning resources (e.g. leaflets, website).
- Specific activities designed for learning at the Museum.

Any charge made for entry for all visitors to the Museum will be set at a level that seeks to maximise access TO THE MUSEUM.

## **18.5. EVALUATION**

In order to maintain and improve its educational services the Museum will:

- record visitor numbers attending learning activities
- undertake customer evaluation using a variety of methods (questionnaires , interviews, written comments in the Visitors Book)
- observe the public's response to Museum activities
- contact schools to identify opportunities for improvements or gaps in services.

Particularly in the period in which the Museum is developing its resources, it will discuss the content of information packs and activities with local teachers.

## **18.6. TRAINING**

The Learning Coordinator should have training opportunities within normal budgetary constraints so that he/she maintains an up-to-date and working knowledge of school needs and other learning issues. (Other members of staff) Volunteers will also be encouraged to improve their skills in this area.

## **18.7. TARGETS**

The Museum will aim to:

# Policy and Governance Documents : Learning and Discovery

- Maintain the school group visitor numbers to the Museum, year on year.
- Increase number of school groups that make use of the Museum learning services from the local area.
- Continue and further develop the Museum talks programme.

Ref:

- Museum Mission Statement and Aims - see MISSION:
- Museum Aims Document - see AIMS:
- Access Policy – see Equal Opportunities and Diversity Policy

# Policy and Governance Documents : Health and Safety

## 19. HEALTH AND SAFETY

### 19.1. PURPOSE

To encourage the correct procedure for all aspects of Health and Safety within the Museum.

The Museum has a moral and legal responsibility to take reasonable measures to ensure the safety of our employees, volunteers and the visiting public.

Risk Assessment and safety inspections are the usual method of proving that reasonable care has been taken by the management committee. The law is not specific on what is 'reasonable' as it depends on the total environment in every sense. The difficulty is in defining the right degree of testing (and its associated costs) to ensure our Museum is safe and would be accepted by lawyers and insurers as 'reasonable'.

The following schedule of inspections is considered 'reasonable' for our Museum. All inspections and any follow-up actions should be recorded in the Risk Assessment File which is in the Admin office (upstairs beyond the organ).

### 19.2. RISK ASSESSMENT - ANNUALLY

- The whole building and surrounds: checking each space for potential hazards (tripping, falling, glass, toxins, etc).
- Visual check of electric flexes and plugs.
- Visual check and weigh fire extinguishers.
- All electrical protection Residual Current Devices (RCD's) are to be tested with the test button.
- Test of fire alarm by activating and testing on the control panel.
- Check that all safety signage is still in place.

### 19.3. RISK ASSESSMENT FOR SCHOOL VISITS - EVERY ACTIVITY/VISIT

- Due consideration will be given to ages and number of the children in the visiting party.
- The whole building with particular reference to stairs, balcony and glass cabinets.
- Assessment of potential hazards in relation to the specific activities being undertaken.
- School & Group Visits Risk Assessment Sheet will be completed prior to each visit/activity and filed in the Risk Assessment File (as above).

# Policy and Governance Documents : Health and Safety

## **19.4. FULL ELECTRICAL INSPECTION - EVERY FIVE YEARS.**

This inspection must be carried out by a qualified electrician.

Initial partial testing (50%) concentrating on those circuits more likely to corrosion – ie roof space and under floor circuits. Proceeding to full testing of all circuits if deterioration has been detected in the initial tests.

## **19.5. PORTABLE APPLIANCE TESTING (PAT) – ANNUALLY**

This testing must be carried out by a qualified person.

- Vacuum cleaners, radio, kettles.
- Computers and Printers
- Extension cords.
- Visually check the flex, undo plug cover and visually check plug and check tightness of all terminals and screws. Check the fuse rating is appropriate.
- Electrical check with PAT Tester and label with test date.

## **19.6. FULL FIRE DETECTION EQUIPMENT TESTING - EVERY TWO YEARS**

This inspection must be carried out by a qualified person.

- Specialist firm to fully test the fire alarm system, including all sensors, and automatic telephoning system.

## **19.7. FIRE EXTINGUISHERS - EVERY TWO YEARS**

This inspection must be carried out by a qualified person.

- Specialist firm to inspect all the fire equipment within the Museum premises.
- (Also check the correct equipment is in the right place).

## **19.8. INTRUDER AND FIRE AND HEAT DETECTION INSTALLATION**

This inspection must be carried out by a qualified person.

(Currently <https://www.centralelthamsecurity.com/> from Dorchester)

- Each time high security is required for valuable loan exhibitions a specialist firm will test the equipment unless it has been tested within the previous 12 months.

## **19.9. INSURANCE**

Building insurance and Public Liability insurance will be taken out.

The need for special insurance should be considered for each loan exhibition.

Whether to take out contents insurance, and the excess agreed for any claims should be reviewed from time to time by the committee.

(The present arrangement excludes contents, and there is a £100 excess payable by the Museum on any claim).

# Policy and Governance Documents : Privacy

## 20. PRIVACY POLICY FOR BEAMINSTER MUSEUM

Governing body: Beaminster Museum Trust Management Committee  
Date when this policy was approved by governing body: 9 May 2018  
and reviewed in July 2023

### 20.1. INTRODUCTION

This policy has been drawn up as a response to the General Data Protection Regulation (GDPR) which came into force on 25 May 2018. It documents the use of personal data within Beaminster Museum and the rationale behind governing body's conclusions relating to GDPR.

### 20.2. GLOSSARY OF TERMS

This section describes the terminology to be found within GDPR literature and how the governing body has decided that it applies to Beaminster Museum.

**Data Subject.** Any individual person who is known to the organisation and uniquely identifiable in some way. Beaminster Museum classifies its Data Subjects into distinct groups, although individuals often belong to more than one group. Thus:

- Trustees
- Friends of Beaminster Museum
- Volunteers
- Miscellaneous external contacts
- Visitors
- Donors and lenders of artefacts

**Personal data.** Any information which identifies and describes a Data Subject. It might be held electronically or as hardcopy. It might range from simple contact details (such as name, postal address and email address) to more sensitive Special Category data (such as ethnicity, religious belief and bank account details).

**Data Controller.** The organisation ultimately responsible for strategy relating to the storage and use of personal data in this case Beaminster Museum Trust, or, in practice, the Management Committee of Beaminster Museum Trust, and its delegates, such as the Stewards and Friends co-ordinators etc.

# Policy and Governance Documents : Privacy

**Data Processor.** Any organisation which uses data on behalf of the Data Controller. Beaminster Museum processes all its personal data itself, therefore the terms Data Controller and Data Processor are essentially indistinguishable from each other.

**Lawful Use.** The reason the Data Controller believes it is entitled to process personal data. There is a limited list of Lawful Uses, one of which must be clearly stated under GDPR for all relevant processes.

**Legitimate Interest.** One example of a Lawful Use, which describes the situation in which the storage and use of personal data is considered necessary by the Data Controller for the effective operation of the organisation, and which is deemed beneficial to both Data Controller and Data Subject. For most small charitable organisations like Beaminster Museum, it represents the most typical alternative to a Consent-based protocol (where Data Subjects must opt into the use of their personal data by clearly giving their consent).

**Privacy Notice.** A statement of intent by the Data Controller to the Data Subject, which describes the personal data being retained and how it will be used. It often includes a request for Consent. It is not required if the chosen Lawful Use of the personal data is Legitimate Interest.

## **20.3. PERSONAL DATA FOR TRUSTEES**

The personal data held by the Data Controller comprises exactly what is required by the Charity Commission.

The Data Controller believes that this constitutes Legitimate Interest. It feels no need to request consent or to issue a Privacy Notice. The data will never be shared with anyone else.

## **20.4. PERSONAL DATA FOR FRIENDS**

The personal data held by the Data Controller consists mainly of contact details, enabling the Data Subjects to receive their regular newsletter (to which they are entitled by their membership 'contract') and potentially other occasional communications, including statutory notice of meetings. Bank details, seen only by the Treasurer for the setting up of subscription-related standing orders, are routinely destroyed by the Treasurer when no longer needed. Beaminster Museum does not carry out any direct marketing.

The Data Controller believes that this constitutes Legitimate Interest. It feels no need to request consent, but ensures as a courtesy that all Friends are made aware of exactly how their personal data will be processed. All email communications are by blind-copy, so no Friend can identify any other Friend by this means.

# Policy and Governance Documents : Privacy

## 20.5. PERSONAL DATA FOR VOLUNTEERS

The personal data held by the Data Controller consists of contact details (governing almost exclusively the extent of any data processing), but the paper Volunteer Agreement, required by Arts Council England as a prerequisite for full accreditation, carries more information. It must be readily accessible to fellow volunteers because it contains vital information in the event of an emergency. Operational communication is conducted primarily by email, but also quite frequently by telephone, which necessitates the sharing of key contact details. Volunteers expect to be contacted by their colleagues, so any such contact is deemed to be a positive experience in the context of their volunteering. Stewards have a specific need for access to the contact details of their colleagues in order to ensure the museum can be kept open for visitors as scheduled. This contact information is stored quite openly in the Stewards Handbook on the front desk. Some contact data is displayed on noticeboards; the Data Controller should always verify that permission has been granted by the Data Subjects concerned. No personal data is shared without express permission.

The Data Controller believes that this constitutes Legitimate Interest. It feels no need to request consent, but ensures as a courtesy that all volunteers are made aware of exactly how their own personal data will be processed, as well as how they should take due care of each other's personal data. As a volunteer-only organisation, Beaminster Museum can only function effectively with an ethos of mutual trust and goodwill. To that end, it routinely communicates by 'open email' (ie: no blind-copying) to encourage transparency and a sense of shared ownership, and has no plans to change this practice. Any volunteer may request to opt out of open correspondence at any time, and any steward may choose to have his or her details removed from the Stewards' Handbook.

## 20.6. PERSONAL DATA FOR EXTERNAL CONTACTS

Such contacts are very few and far between, their unique identifiers being either email addresses (typically company-related) on personal computers and smartphones, or as phone numbers in personal phones and address books. Volunteers hold the data as a convenience. The data consists only of contact details.

The Data Controller believes that this constitutes Legitimate Interest. None of the personal data is held in the museum, and cannot realistically be policed or audited because it is merged into the private contact lists of volunteers working from home. Volunteers are made aware of their responsibilities relating to privacy when contacting Data Subjects on the museum's behalf, but there are no plans to issue Privacy Notices to those Data Subjects themselves.

## 20.7. PERSONAL DATA FOR VISITORS

Beaminster Museum's 'physical' visitors typically leave behind little or no trace of their identity. They might choose to write a comment in the visitors book, but they decide for

## Policy and Governance Documents : Privacy

themselves how much identification data to record — typically they include only their name and geographical area. Beaminster Museum occasionally quotes some of the comments in its own literature, but any names are anonymised to prevent any possible identification. Some visitors deliberately leave contact information, sometimes in publicly browsable registers in order to be contacted either by museum volunteers or by later researchers. Other members of the public are obviously free to browse the book and discover this information. Whenever the museum initiates customer surveys, it always ensures that the data collected is completely anonymous.

Online visitors automatically supply the Data Controller with contact information. This might be simply their email address or, if ordering products from the museum, their postal address too. This data is confined to the email address book and the body of individual emails on the personal device of the recipient of the email (the Curator in the first instance) and any other volunteer to whom the Curator chooses to forward it.

The Data Controller believes that this constitutes Legitimate Interest. Visitors of either type are never forced to leave contact information; they always voluntarily trigger any correspondence themselves and divulge their contact details in order for the correspondence to continue and be productive. The Data Controller advises volunteers to be aware of their data protection responsibilities with regard to both the security of the data belonging to any visitor and the need to destroy it when no longer needed.

### **20.8. PERSONAL DATA FOR DONORS AND LENDERS**

The Data Controller is obliged to maintain a record of the source of all items in its collections. The Entry Form, which contains the Data Subject's contact details, gift/loan decision and signature, is required to prove Beaminster Museum's entitlement to call the item its own, or to show how a loaned item should be returned. As such, it is a vital document. That information is also transcribed into the hardcopy Accessions Register as appropriate, which serves a similar purpose but without the donor's signature. No attempt is made to keep the contact details current, because the requirement is to store the data as it was at the time of the acquisition. The only data processing is storage and browsing. Great care is taken to ensure (via electronic permissions, etc) that the Data Subject details are never shown to any members of the public.

The Data Controller believes that this constitutes Legitimate Interest. The indefinite retention of the personal data is mandated by museum standards, even though it is never actively used in any way. The Data Controller deliberately never checks whether the Data Subject is still alive or contactable using the data provided. Contact details of lenders are necessary for the return of their property at the end of the loan period.

### **20.9. GENERAL NOTES**

- i. Some, but not all, personal data is held on museum computers, protected by passwords. For operational reasons, some personal data is also held on private computers for processing at home. All volunteers entrusted with such data are made aware of their general responsibilities with regard to the safeguarding of the data whilst in their care.

## Policy and Governance Documents : Privacy

- ii. All hardcopy data is stored behind locked doors at the museum. Some is also held under further lock and key within the museum where appropriate.

# Policy and Governance Documents : Understand and Develop Audience

## **21. UNDERSTAND AND DEVELOP YOUR AUDIENCES**

### **21.1. TO UNDERSTAND WHO USES YOUR MUSEUM, AND WHO DOESN'T**

Daily records are kept of the number of visitors, adult and under 18, whether they are local residents and whether it is their first visit. Records will also be kept of the numbers attending group visits/meetings, special events and Winter talks

In addition there is a digital survey tool, which has been running since 2021, through the first half of the 2023 season, and a manual suggestion tool for input on the new galleries was run in 2022.

### **21.2. TO USE INFORMATION TO ASSESS YOUR USERS' NEEDS**

A visitors book is maintained in which visitors are encouraged to comment on their visit and to make suggestions concerning subjects/exhibits that they would like to see covered in the museum.

The management committee regularly review the visitor numbers and the survey results as input to future programmes.

### **21.3. TO HAVE A PLAN FOR DEVELOPING YOUR RANGE OF USERS**

There is an ongoing marketing plan to attract new visitors, both local residents and those from further afield and tourists.

There are new initiatives to engage with younger audiences and develop the material for school age visitors.

## **22. ENGAGE WITH YOUR USERS, AND IMPROVE THEIR EXPERIENCE**

### **22.1. EXHIBITIONS AND OPEN DAYS**

To provide stimulating learning and discovery activities, including exhibitions and programs we have a range of permanent and temporary activities. In partnership with Natural England as site managers, and Jurassic Coast Trust, we run biennial open days at Horn Park Quarry, and are key holders for when resources permit individual visits to be accommodated.

### **22.2. ACCESS, MARKETING AND PROMOTIONAL ACTIVITIES**

In addition to the museum website, Instagram and facebook pages, we use local advertising on noticeboards to promote the Museum, and a bi annual newsletter to Museum friends.

# Policy and Governance Documents : Standards

## MUSEUM STANDARDS

### 23. IT STANDARDS

#### 23.1. GUIDING PHILOSOPHY

The intention is to make all the IT assets of the Museum accessible to all associated with the Museum in a way that is consistent with the Museum's charter, and keeps those assets as secure as is consistent with ease of access, and to conform with legal compliance and security from fire and theft, physical and cyber.

#### 23.2. INVENTORY

The individuals nominated by the committee to be custodians of the IT assets, in the form of physical assets (Hardware), Software licences for operating systems and licenced applications, and the key digital assets (Archives of images, media files, audio, and digital presentation material for visitors), should maintain a listing of such assets, and present annually to the committee on any significant changes or as requested. This inventory should include the physical location of such assets, the location of master and offsite archives, and custodians (Minimum of 3) of key data for passwords and any licence keys.

For the sake of simplicity, it is suggested that the IT group and media group work together, so the key data is inclusive of both the Museum held information, and external website data, and external archive data.

#### 23.3. OPERATING SYSTEM AND APPLICATION STANDARDS

The Museum will only use legally licensed copies of operating system and application software, and any software not legally licensed found on machines will be removed. At the same time it is recognised individual volunteers may have a preference for particular applications, even if they are not the recommended application, and consideration should be given to their support, where they are either additional OpenSource tools, or donated with a legal licence.

#### 23.4. Operating systems

For the simplicity of maintenance and security, volunteer and visitor machines will use the latest version of Windows appropriate for the machine and the IT group will ensure they are regularly updated.

In practice that does mean most machines are running Windows 11, a few older machines are running Windows 10, and the laptop running the visitor survey is running Windows 7, as it cannot run Windows 10.

All Operating systems should be regularly updated to the latest release.

# Policy and Governance Documents : Standards

Back office systems such as the provision of NAS etc., and embedded systems, may use other Operating Systems.

## 23.5. Applications

The primary licenced application, is the Museum archive system, Modes Compact which supports the SPECTRUM Primary Procedures required by the Accreditation Scheme. This will be maintained on the nominated machine for volunteer use with the database regularly backed up on the NAS.

Every user facing machine should also include a set of OpenSource applications to enable any user tasks to be accomplished. As at Feb 2020 this is as follows:

Almost all machines have MS Office 2019. Those that do not have LibreOffice , an Open Source free similar program.

LibreOffice IMPRESS is used on the interactive Kiosk as it is more robust for visitor facing interactivity than PowerPoint.

(Suggested additional list)

VLC Player — Media files

Acrobat Reader

Paint.net — Basic Image processing

GIMP — Optionally added to any machine for users wishing to do advanced image processing

Audacity— ( <https://www.audacityteam.org/> ) Optionally for editing Oral History sound files.

Where the Museum can obtain at a reasonable cost, such as offers when buying new machines, copies of Microsoft Office, they will be provided but not as a standard on every machine, and the Museum will not budget the payment of ongoing support costs for MS Office on Museum hardware.

## 23.6. DIGITAL AND PHYSICAL SECURITY

Digital and physical security is a balance between simplicity and ease of use, which leads to ensuring compliance, and complexity which may be more secure but also the complexity often leads to a lack of compliance.

The digital and physical security policy for the Museum IT should reflect the above, and the following is suggested as a goal the Museum should move towards.

# Policy and Governance Documents : Standards

## 23.7. PASSWORDS

All machines should have three user accounts:

Admin — This should be a secure account, should not be used for routine access, and should have a strong password known only to nominated individuals, of whom there should be at least three, and it should be changed annually. This account should be linked to the Microsoft account for [admin@beaminstermuseum.co.uk](mailto:admin@beaminstermuseum.co.uk) to ensure recovery. This role will have full write access, and admin privileges on all machines and access to the NAS settings and configuration etc..

User— This account is intended for all internal users, and has read write access to all documents except it should have read only access to back up archives, and no access to any committee confidential material, though in general there should not be any confidential material on the Museum systems. It should be a password of low strength, and the reality is it will probably be on a yellow sticky on some machines, and no material should be accessible to the User account where that creates a problem.

Visitor —This account is intended for public use, where access is granted, and has read only access to material the Museum chooses to provide public access to.

## 23.8. ANTI VIRUS AND SECURITY.

The Museum machines use Microsoft Defender , and all machines should have wiFi access and auto update the anti virus definitions.

For ease of maintenance it is suggested CCleaner is installed on all machines for routine management of issues degrading performance in background programs and unused temporary files.

## 23.9. DISASTER RECOVERY

The threat to the Museum digital assets is largely from Fire and theft of equipment, rather than cyber threats, but all three should be addressed by a disaster recovery policy. The IT group should ensure all significant digital assets have up to date copies on the NAS at the Museum, and at least one copy of all the files on the NAS should be kept offsite and updated monthly. i.e. Loss of the Museum NAS though fire, theft or equipment loss for any reason, should not lead to more than the loss of one month of activity. Back up can be achieved either with a simple external hard drive, used to take a copy monthly, or in time, automated mirroring the onsite NAS to an external back up, at the home location of one of the committee. It is suggested that a back up copy of the Museum website, taken with a program such as <https://www.httrack.com/> or any other similar utility, also be added to the NAS, so the disaster recovery back up includes a copy of the current website.