

**Ballymoney Borough Council
Leisure & Amenities Committee**

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AMENITIES

406.4	Presentation – Connect 2 Railway Bridge	<i>Received.</i>
406.5	Community Halls Infrastructure Project SIF Application	<i>Prepare a scheme.</i>
406.6	Ballybogey MUGA RDP Project	<i>Complete using polymeric surface.</i>
406.7	Causeway Coast & Glens Heritage Trust: Antrim Coast & Glens AONB Management Group	<i>Alderman Connolly nominated.</i>
406.8	Countryside Walks Programme 2013	<i>Note.</i>
406.9	Rasharkin Community Centre	<i>Note extension of interim arrangements.</i>
406.10	Bus Shelter Update - 10.1 Drones/Knockahollet Road Junction (new provision) 10.2 Magherahoney (existing)	<i>Provide bus shelter.</i> <i>Remove.</i>
406.11	Riverside Park, Ballymoney HLF Funding Application	<i>Defer to next meeting.</i>
406.12	Bike Week 2013	<i>Note.</i>

LEISURE SERVICES

406.13	Refurbishment of Changing Rooms & Toilet Facilities in the Joey Dunlop Leisure Centre	<i>(i) Select List applications opened by nominated persons, referred to consultants</i>
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*for report on 18th June
and
(ii) tenders opened by
nominated persons,
referred to consultants
for evaluation and report
to Council on 5th
August.*

406.14	Livingstone Golf Society – Request for Financial Assistance	<i>Grant assistance to cover cost of Hiring Hall at JDLC.</i>
406.15	Good Relations Grants	<i>Grant 14 no applications £350 each.</i>
406.16	Community Support Grants	<i>Grant 5 no applications £200 each.</i>
406.17	Ballymoney Museum Accreditation	<i>Approve 2013/14 Forward Plan and Museum Policies.</i>

BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 406, held in the McKinley Room, Ballymoney on Tuesday 21st May 2013 at 7.00pm.

IN THE CHAIR Alderman F Campbell

PRESENT

Aldermen
H Connolly
C Cousley, MBE

Councillors
Councillor J Atkinson
W Blair
J Finlay
R Halliday
C McLaughlin
E Robinson
I Stevenson
T McKeown

APOLOGIES:

Aldermen
B Kennedy

Councillors
A Cavlan
R McAfee
P McGuigan
M Storey, MLA

IN ATTENDANCE: Director of Borough Services [Item 1-12]
Director of Central and Leisure Services [Item 13-17]
Business Support Officer

406.1 CONDOLENCE

Chair expressed his condolences, on behalf of Committee, to the family of Reverend Robert Ormerod, Minister of Cloughmills Free Presbyterian Church, Cloughmills, who had passed away at the wheel of his car while visiting relatives in England. Councillor Robinson concurred with Alderman Campbell's comments, correspondence shall be sent on behalf of Council.

406.2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

406.3 MINUTES OF MEETING NO 405 – 16TH APRIL 2013

It was proposed by Alderman Cousley, seconded by Councillor Stevenson and **AGREED:**

to recommend that the Minutes of Meeting No 405 – 16th April, as circulated, be approved.

Matters Arising**3.1 Capital Projects Update (405.13)**

Councillor Stevenson asked about the progress made regarding Megaw Park and the upgrade of the town Festive Lighting Scheme.

The Director advised that the Council's Consultants had been tasked with coming up with a new festive lighting scheme for the town and that these proposals would be brought to Committee for decision in due course.

Amended plans for a proposed scheme at Megaw Park were tabled for members' consideration by the Director, who explained the present proposals including making provision for tennis by means of a flexible multi-purpose area. The possible opening hours of the facility were discussed and it was noted that in order to maximise the asset lighting would be required. The Director advised that Council would also have to make revenue provision once the proposed scheme was complete to cover the additional cost of running the enhanced facilities. He explained that the present open/close caretaking arrangement would not suffice and that the enhanced facilities would require a constant caretaking present in order to protect the Council's interests when the facility was open. Members welcomed the revised proposals, noted the need for adequate revenue provision for caretaking and other purposes and believed that the project ought to proceed as now proposed at an early date. The Mayor commented on the provision made by way of capital for the project. The Director in response to further member questions indicated a probable timeline and made members aware that to undertake the work that the facility would be closed for its duration. In this regard he drew attention that in doing this yet another soccer pitch would be unavailable and that this would create added pressure in meeting need during the 2013-14 season.

It was proposed by Councillor Stevenson, seconded by Councillor Atkinson and **AGREED:**

to recommend that Council proceed with the scheme presented at the meeting for the refurbishment of Megaw Park, Ballymoney.

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Councillor McKeown arrived at the meeting at 7.11pm during consideration of the above matter.

The Director also responded to member questions regarding both land at Cloughmills and the Council's proposed Glebeside Outdoor Recreational Facilities Project for which SIF assistance had been sought.

3.2 NW200 2013 (405.7)

Councillor Robinson queried whether members had attended the tour of the NW200 to be advised that Councillor Atkinson and Alderman Kennedy did attend.

AMENITIES

406.4 PRESENTATION – Connect 2 Railway Bridge

A short film illustrating time lapse photography of the railway bridge being erected was shown; following which the Director responded to a query from Councillor Stevenson regarding the naming of the structure.

406.5 COMMUNITY HALLS INFRASTRUCTURE PROJECT SIF APPLICATION

IT IS RECOMMENDED that Council note that the application made on Council's behalf to the OFMDFM Social Investment Fund in respect of the Community Halls Infrastructure Project was unsuccessful. The work for which funding was sought was to improve and maintain the fabric and facilities at Killyrammer and Rasharkin Community Centres and at the Social Centre, Ballymoney.

Given the outcome of the Council's SIF application Committee is asked to consider what, if anything, it now wishes Council to commit to.

During the ensuing discussion members commented on the possible cost of work at the various locations and how this might be financed and the Director responded to member questions. He reminded Committee that an opportunity had been given to members to view the various facilities so that they would be familiar with their respective condition and that representation had been made by two hall management committees as to the need for work to be done prior to leases being finalised. He outlined possible options to address such representations and also intimated a possible approach [essential repairs, necessary improvements including review of heating systems and redecoration, etc] as to what ought to be included in any scheme of work at the various locations.

It was proposed by Councillor Stevenson, seconded by Councillor Finlay, and **AGREED:**

to recommend that Council prepare a scheme to improve and maintain the fabric and facilities at Killyrammer and Rasharkin Community Centres and at the Social Centre, Ballymoney.

- * **Councillor Atkinson left the meeting at 8.20pm and returned at 8.25pm, during consideration of the above matter.**

406.6 BALLYBOGEY MUGA RDP PROJECT

IT IS RECOMMENDED that members note that an update will be given as regards the delivery of this project and that Committee has Council powers in order to expedite the matter should this be necessary.

The Director explained the issue which had arisen, which would give rise to an increase in cost and probable overrun and then updated members as to the representations made to the funder advising that the support of the RDP JCC had been obtained to complete the project utilizing a polymeric surface.

It was proposed by Councillor Robinson, seconded by Councillor Stevenson and **AGREED:**

that the Ballybogey MUGA RDP Project be completed utilising a polymeric surface delivered through the existing contractor.

406.7 CAUSEWAY COAST & GLENS HERITAGE TRUST: ANTRIM COAST & GLENS AONB MANAGEMENT GROUP

Previously Alderman Connolly represented Council on the Antrim Coast & Glens Management Group. Given Councils support for the Causeway Coast & Glens Heritage Trust, **IT IS RECOMMENDED** that Alderman Connolly would again represent Council on its Antrim Coast & Glens Management Group.

It was proposed by Councillor Robinson, seconded by Councillor Atkinson and **AGREED:**

to recommend that Council nominate Alderman Connolly to represent Council on Causeway Coast and Glens Heritage Trust Antrim Coast and Glens AONB Management Group.

Alderman Connolly thanked members, commenting that he had enjoyed being on the group previously.

406.8 COUNTRYSIDE WALKS PROGRAMME 2013

IT IS RECOMMENDED that Council note the published Countryside Walks programme for 2013 and it is hoped that members would support and help publicise these very popular events.

It was proposed by Councillor Stevenson, seconded by Councillor Atkinson and **AGREED:**

to recommend that Council note the published Countryside Walks programme for 2013, circulated.

406.9 RASHARKIN COMMUNITY CENTRE

IT IS RECOMMENDED that Council note that following further representation and discussion with Management Committee representatives that the interim arrangement put in place until 7th May has now been extended (and on a paid for basis) until 30th June 2013.

It was proposed by Councillor Finlay, seconded by Councillor McKeown and **AGREED:**

to recommend that Council note that following further representation and discussion with Rasharkin Management Committee representatives that the interim arrangement put in place until 7th May has now been extended (and on a paid for basis) until 30th June 2013.

406.10 BUS SHELTER UPDATE

10.1 Drones/Knockahollet Road Junction (new provision)

Members are informed that the PSNI have now had the opportunity to consider this location in detail and are content that a shelter be erected no less than 15 metres to the north of the existing junction. Roads Service Traffic Management Section has agreed to extend the existing footway in order to meet the new proposal.

IT IS RECOMMENDED that Council pursues the necessary planning application and when this has been obtained erects a bus shelter at this location.

It was proposed by Alderman Cousley, seconded by Councillor Finlay and **AGREED:**

to recommend that Council pursues the necessary planning application and when this has been obtained erect a bus shelter at Drones/Knockahollet Road junction.

10.2 Magherahoney (existing)

It has not been possible to reach agreement with the Parish Committee regarding re-siting the existing shelter in the vicinity of the Parish car park due to concerns regarding anti-social behaviour. There is no other suitable site for a bus shelter. The PSNI have written to Council asking that the existing shelter be removed immediately citing (1) current anti-social behaviour (2) it's 'dangerous' condition (3) its hazardous location and (4) its non-use for its intended purpose.

IT IS RECOMMENDED that the existing bus shelter at Magherahoney be removed immediately.

Alderman Connolly expressed his dissatisfaction with the outcome of negotiations for a new bus shelter location and indicated that he would continue to pursue the matter.

It was proposed by Councillor Finlay, seconded by Councillor Stevenson and **AGREED:**

to recommend that Council remove the bus shelter at Magherahoney immediately.

Councillor Stevenson requested the Director look again at provision on Kilraughts Road in the direction of Coleraine. The Director advised as to what he understood was Translink's view as to need and asked that outside the meeting the member identify to him where he thought land could be obtained for the provision of a new bus shelter.

Councillor McLaughlin drew attention to anti-social behaviour at the bus shelter in Cloughmills. The Director intimated that this issue could be dealt with at the next meeting together with the Condition Report on Existing Reinforced Concrete Panel Bus Shelters that had been tabled at the April meeting which recommended the removal of certain shelters and the need to replace others.

* **Councillor McLaughlin left the meeting at 9.15pm.**

406.11 RIVERSIDE PARK, BALLYMONEY HLF FUNDING APPLICATION

IT IS RECOMMENDED that Council note the following information as regards obtaining funding from the Heritage Lottery Fund for work at Riverside Park, Ballymoney –

Feedback on initial application for major re-development (pond/new amenity block/ car park and play area upgrade/river works etc.) of Riverside Park has been deemed to be a 'low priority' project in the eyes of the HLF. Council could submit a detailed application but the chance of success would be low as we do not score strongly enough on the criteria set down when compared with other projects.

However, there is a more positive response on the future of the pond itself and plans for it. Although smaller in ambition this is really our main issue and HLF are interested in the idea of transforming the pond area, introducing a 'bio-diversity' aspect (wetlands/ boardwalks etc.). A new application will be submitted and a meeting has been set up with an HLF officer on site on the 20th May to explain our rationale and seek advice. To progress matters in this way members should note it is still a 3 stage process – 1) application to ascertain validity of project, 2) detailed application for funding to obtain detailed plans and 3) application for funds to complete the project. The overall process it is anticipated will take at least 2 years.

Following discussion it was proposed by Councillor Atkinson, seconded by Councillor Blair and **AGREED:**

to recommend that this business be deferred for one month to enable Party Groups to consider the issue further.

- * **Councillor Atkinson left the meeting at 9.20pm during consideration of the above matter.**
- * **Councillor Blair left the meeting at 9.35pm and returned at 9.40pm during consideration of the above matter.**
- * **Councillor Finlay left the meeting at 9.45 pm.**

406.12 BIKE WEEK 2013

IT IS RECOMMENDED that Council note that Bike Week will run from 15 to 23 June 2013. A varied programme of free events has been drawn up in association with Ballymoney Cycling Club and Coleraine Borough Council with 50% match funding from DRD Travelwise NI including:

- “Ladies Ride Out” - Thursdays 6, 13, 20 & 27 June at 7-8.30pm, Riverside Park, a special four week refresher course aimed at women returning to cycling.
- “Bike Ballymoney” Games - Saturday 15 June at 10am -12pm, Joey Dunlop Leisure Centre, Ballymoney. This is an event for the whole family with fun on bikes as the key theme, including early stage skills and cycle games.
- Families “Roon the Toon” Ride - Thursday 20 June at 6.30-8.30pm, Townhead Street Car Park, Ballymoney. Enjoy a leisurely “roon the toon” cycle ride, both on and off road, and experience the wealth of cycling provision available for all to use.
- Lower Bann Leisure Cycle (Ballymoney to Coleraine and return) Saturday 22 June at 10am-1pm. A leisurely 18-mile bike ride starting finishing in Ballymoney’s Riverside Park and following the signposted National Cycle Network Route 96 into Coleraine, returning to Ballymoney via the Lower Bann Cycleway.

BIKE TO SCHOOL DAY	Wednesday 19 June
BIKE TO WORK DAY	Friday 21 June

It was proposed by Councillor Stevenson, seconded by Councillor McKeown and **AGREED:**

to recommend that Council note that Bike Week will run from 15 to 23 June 2013, brochure circulated.

- * **Director of Borough Services left the meeting at 9.50pm.**
- * **Alderman Connolly left the meeting at 9.50pm.**
- * **Director of Central and Leisure Services arrived at the meeting at 9.52pm.**

LEISURE SERVICES

406.13 REFURBISHMENT OF CHANGING ROOMS & TOILET FACILITIES IN THE JOEY DUNLOP LEISURE CENTRE

Work has commenced to procure a contractor to undertake the Refurbishment of the Changing Rooms and Toilets in the Joey Dunlop Leisure Centre. As the works are similar in nature the two projects have been combined for efficiency and delivery purposes. Suitable experienced contractors are publicly invited to apply for inclusion on a select list. The closing date for receipt of applications is 6th June 2013.

The time line for the project is as follows-

6th June 2013	Select List Applications closed
18th June 2013	Short List Report to Leisure and Amenities Committee
1st July 2013	Council approval for Select List
3rd July 2013	Tenders issued
24th July 2013	Tenders returned
5th August 2013	Tender report to Council
9th September 2013	Work Commences
13th December 2013	Work Complete

Notices will be displayed to inform customers about the works and the works will be planned so as to minimise the level of disruption to the users.

IT IS RECOMMENDED that the Select List applications are opened by the Committee Chairman and the Director of Central and Leisure Services or the Head of Leisure Services and referred to the Council's consultants for assessment and report to the Leisure and Amenities Committee on 18th June 2013.

It is further RECOMMENDED that the tenders are opened by the Committee Chairman and the Director of Central and Leisure Services or Head of Leisure Services and referred to the Council's consultants for evaluation and report to the Council meeting on 5th August 2013.

It was proposed by Councillor Stevenson, seconded by Councillor Robinson and **AGREED:**

to recommend to Council that (i) the Select List applications are opened by the Committee Chairman and the Director of Central and Leisure Services or the Head of Leisure Services and referred to the Council's consultants for assessment and report to the Leisure and Amenities Committee on 18th June 2013 and (ii) tenders are opened by the Committee Chairman and the Director of Central and Leisure Services or Head of Leisure

Services and referred to the Council's consultants for evaluation and report to the Council meeting on 5th August 2013.

406.14 LIVINGSTONE GOLF SOCIETY – REQUEST FOR FINANCIAL ASSISTANCE

The Secretary of the Livingstone Golf Society has written to the Council seeking assistance towards the cost of hiring the Main Hall in the Joey Dunlop Leisure Centre for a concert on Friday 25th October 2013.

The Society was formed to provide an opportunity for the friends of the late Rev Warwick Smart to raise money to perpetuate the financial support he gave to schools in Zimbabwe – The Livingstone Schools. The Society believes the concert will appeal to a broad section of the community in Ballymoney and beyond.

Committee is requested to consider the request.

It was proposed by Councillor Stevenson, seconded by Councillor Robinson and **AGREED:**

to recommend that Council grant Livingstone Golf Society assistance towards the cost of hiring the Hall in the Joey Dunlop Leisure Centre for a concert on Friday 25th October 2013.

406.15 GOOD RELATIONS GRANTS

The following applications for grants were considered:

- (i) Carnary Community Association for assistance towards a Community Involvement Event;
- (ii) Fuse FM for assistance towards a Summer Broadcast;
- (iii) Fuse FM for assistance towards a Christmas Broadcast;
- (iv) Kingdom of Dalriada Ulster Scots Society for assistance towards a Robert Burns Cultural Night;
- (v) Kingdom of Dalriada Ulster Scots Society for assistance towards a Bloody Hutchinson Play;
- (vi) Ullans Speakers Associations for assistance towards a European Language Day;
- (vii) Ullans Speakers Associations for assistance towards a Robert Burns Cultural Celebration;
- (viii) North Antrim Musical Arts & Cultural Society for assistance towards a City of Culture Trip;
- (ix) Cheers Youth Centre for assistance towards a Good Citizenship Programme;
- (x) Glebeside Women's Club for assistance towards a Cultural Diversity Event;
- (xi) Glebeside Women's Club for assistance towards a Dan Winters Cottage Trip;
- (xii) Rotary Club of Ballymoney for assistance towards a Rotary Adventure;

- (xiii) Royal British Legion for assistance towards a Crumlin Road Goal Trip;
- (xiv) Ballybogey Community Association for assistance towards a Summer Scheme Programme.

The above 14 applications meet the criteria of the Good Relations Small Grant Scheme.

IT IS RECOMMENDED that the above applications are awarded £350.00 each.

It was proposed by Councillor Robinson, seconded by Councillor Stevenson and **AGREED:**

- to recommend that Council grant £350 each to*
- (i) Carnary Community Association for assistance towards a Community Involvement Event;*
 - (ii) Fuse FM for assistance towards a Summer Broadcast;*
 - (iii) Fuse FM for assistance towards a Christmas Broadcast;*
 - (iv) Kingdom of Dalriada Ulster Scots Society for assistance towards a Robert Burns Cultural Night;*
 - (v) Kingdom of Dalriada Ulster Scots Society for assistance towards a Bloody Hutchinson Play;*
 - (vi) Ullans Speakers Associations for assistance towards a European Language Day;*
 - (vii) Ullans Speakers Associations for assistance towards a Robert Burns Cultural Celebration;*
 - (viii) North Antrim Musical Arts & Cultural Society for assistance towards a City of Culture Trip;*
 - (ix) Cheers Youth Centre for assistance towards a Good Citizenship Programme;*
 - (x) Glebeside Women's Club for assistance towards a Cultural Diversity Event;*
 - (xi) Glebeside Women's Club for assistance towards a Dan Winters Cottage Trip;*
 - (xii) Rotary Club of Ballymoney for assistance towards a Rotary Adventure;*
 - (xiii) Royal British Legion for assistance towards a Crumlin Road Goal Trip;*
 - (xv) Ballybogey Community Association for assistance towards a Summer Scheme Programme.*

406.16 COMMUNITY SUPPORT GRANTS

The following applications for grants were considered:

- (i) Royal British Legion for assistance towards a Christmas Event;
- (ii) Ballymoney Youth Council for assistance towards Equipment;

- (iii) Ballymoney United Youth Academy for assistance towards Transport to Foyle Cup;
- (iv) Dervock & District Community Association for assistance towards the hiring of equipment for Festival;
- (v) Ballybogey Community Association for assistance towards a Family Fun Day.

The above 5 applications meet the criteria of the Community Support Grant Scheme.

IT IS RECOMMENDED that the above 5 applicants are awarded £200.00 each.

It was proposed by Councillor Stevenson, seconded by Councillor Robinson and **AGREED:**

to recommend that the Council grant £200.00 each to (i) Royal British Legion for assistance towards a Christmas Event, (ii) Ballymoney Youth Council for assistance towards Equipment, (iii) Ballymoney United Youth Academy for assistance towards Transport to Foyle Cup, (iv) Dervock & District Community Association for assistance towards the hiring of equipment for Festival, (v) Ballybogey Community Association for assistance towards a Family Fun Day.

406.17 BALLYMONEY MUSEUM ACCREDITATION

The Council is required to update the Ballymoney Museums Accreditation this year.

The Accreditation Scheme sets nationally agreed standards for museums in the UK. By participating in the Scheme the museum is demonstrating its commitment to managing collections effectively for the enjoyment and benefit of users.

The Accreditation process required the formulation of a Forward Plan 2013-2014 and a number of policies specific to the Museum, namely Collections Development Policy, Care and Conservation Policy, Policy on the Documentation of Collections, Access Policy and Policy for Volunteers.

The 2013/14 Forward Plan and the 5 Policies, attached, are **RECOMMENDED** for approval.

The Director drew members' attention to the increase in visitor numbers. The Museum is a great asset to Council and does attract a number of visitors from far afield. Some events particularly with regard to last year, the KK McArthur Centenary events and The Route Back Home event has brought visitors to Borough and to the Museum. Visitors comments recorded are very positive and very encouraging.

Councillor Stevenson described the Museum as an excellent facility, Councillor Robinson commented on an excellent work of the Manager, Councillor McKeown also felt the Museum was a very enjoyable and informative experience.

In response to a query from Councillor Blair who indicated that he had items that may be of interest to the Museum, the Director advised that he speak directly to the Museum Manager or herself and that items could be donated or loaned to the Museum.

It was proposed by Councillor Robinson, seconded by Councillor Stevenson and **AGREED:**

to recommend that Council approve the 2013/14 Forward Plan, Collections Development Policy, Care and Conservation Policy, Policy on the Documentation of Collections, Access Policy and Policy for Volunteers.

This being all the business the meeting closed at 10.16pm.

Appendix A:

Ballymoney Museum 2013/14 Forward Plan,
Collections Development Policy,
Care and Conservation Policy,
Policy on the Documentation of Collections,
Access Policy
Policy for Volunteers.



FORWARD PLAN 2013-2014

To be approved: 3 June 2013

Date for review: April 2014



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APPENDIX 3

USER EVALUATION Section One: Gallery Comment Cards

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USER EVALUATION Section Two: K.K. McArthur Centenary 1912-2012

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APPENDIX 4 TELEVISION AND RADIO APRIL 2012-MARCH 2013

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1 INTRODUCTION

This Forward Plan has been developed by Ballymoney Museum to act as a framework for the delivery of services until March 2014. The document will enable Ballymoney Museum to identify those areas of its operation which require improved management and/or resources over the next twelve months. It will also demonstrate the aims and objectives of the museum and allow evaluation of its performance over this period.

After March 2014, the first stage of the Review of Public Administration in Northern Ireland is initiated and Ballymoney Borough Council will be replaced by a larger governing authority amalgamating with Coleraine, Limavady and Moyle Councils. Ballymoney Museum has not been advised of any intended changes in staffing or annual budget following that date and will therefore assume that the general working conditions at the museum will continue as currently.

2 STATEMENT OF PURPOSE

The mission of Ballymoney Museum is to collect and preserve material evidence which illustrates the environment, history, heritage and way of life in the Borough of Ballymoney ("the Borough") and to exhibit and interpret these collections for the benefit of the public.

3 CURRENT STATUS

Ballymoney Borough Council ("the Council") seeks to provide civic leadership and promote local services that meet the needs of the Borough, including arts, the museum, and cultural activity. Through Ballymoney Museum, the Council engages with the stakeholders to promote, preserve and increase access to the registered collection and the local heritage.

3.1 Organisation structure (Figure 1)

The Council employs two permanent, full time members of staff in the museum. The museum has access to two volunteers and regularly provides placements for local Key Stage 4 pupils from schools in Ballymoney, Coleraine, Kilrea and Ballymena. On an annual basis, the museum also provides a placement for an MA student from the University of Ulster.

3.2 Public Opening

Since 1992, Ballymoney Museum has achieved a successful programme of temporary exhibitions and other associated activities. In May 2009, the museum's ability to provide this service was enhanced by a Heritage Lottery Funded gallery re-fit. The new galleries have since attracted 55,000 visitors from across the world. Events include e.g. community lectures, school workshops, heritage coach tours, children's summer schemes and family history conferences. The museum's permanent exhibition focuses on the history of the Borough, with a major section featuring the motorcycle road racing heritage of this area.

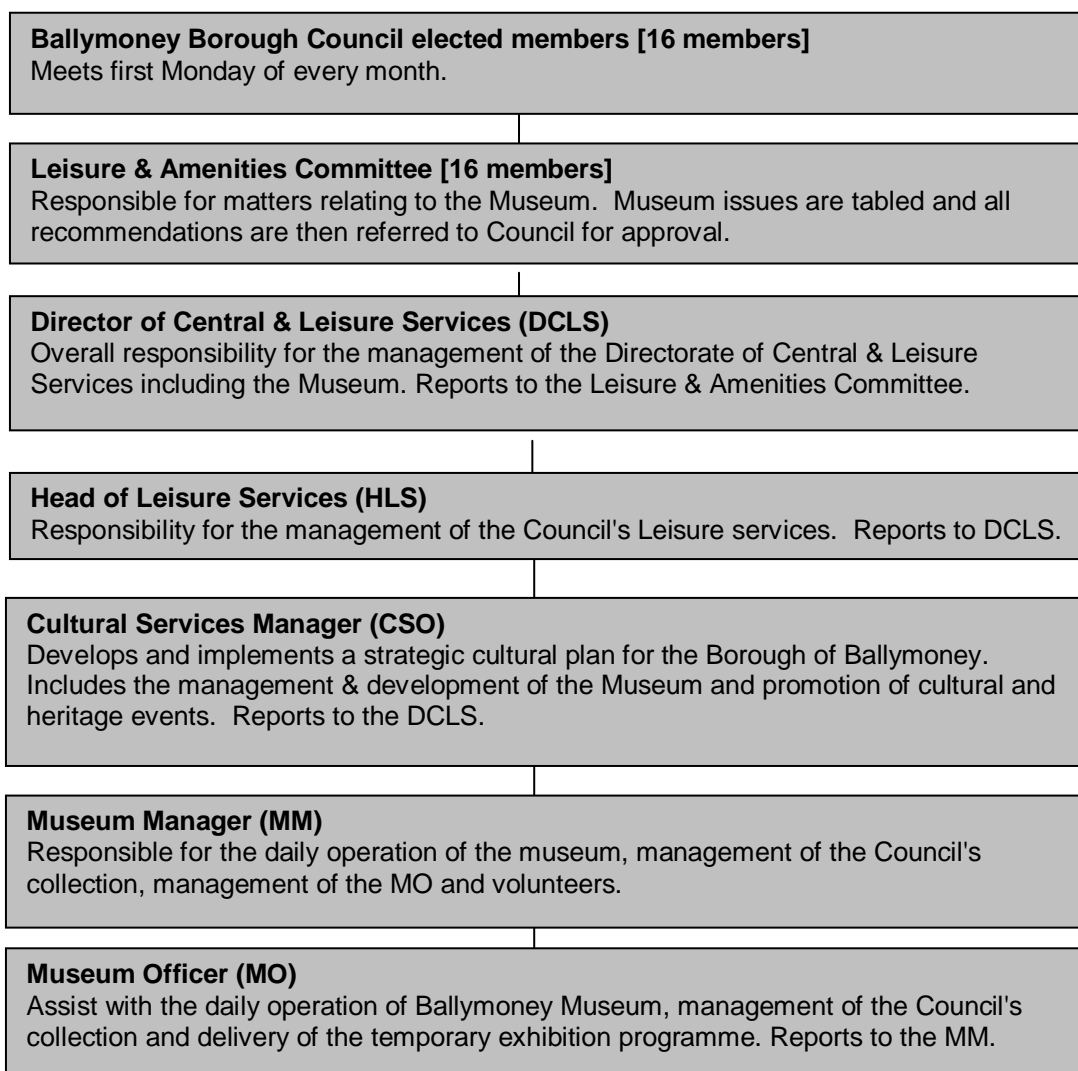
Ballymoney Museum is open 12 months a year (closed Christmas & New Year), Monday-Thursday & Saturday 9am-5pm and Friday 9am-4.30pm, closed Sunday. Admission is free. It contains a permanent and temporary gallery and history research area. The museum is part of the Ballymoney Town Hall complex. In Townhead Street, adjacent to the building, is a free public car park. The Town Hall provides full disabled access and public toilets. The building also contains rooms for public rental and a theatre auditorium.

Private viewing, talks, tours and other on-site activities are available by arrangements with museum staff.

3.3 Environmental Statement

In pursuit of Ballymoney Borough Council's objectives relating to environmental sustainability, and in adherence of the Council's Environmental Policy, the museum recognises the critical need to act as a role model by carrying out its purchasing activities in an environmentally responsible manner.

Figure 1: BALLYMONEY MUSEUM MANAGEMENT STRUCTURE



3.4 Summary of visitor frequency

A full breakdown of the annual visitor frequency can be seen in Appendix 1. Visitor activity is monitored using an infra-red counter located at the door of the museum.

Year	Total Visitors
May – December 2009	14,023
2010	13,150
2011	11,212
2012	14,639

3.5 Access & Customer Care

Detailed information on access to the museum can be found in the Ballymoney Museum Access Policy. Staff have also completed the Northern Ireland Tourist Board 'Welcome Host' customer care training.

3.6 Recent annual expenditure for Ballymoney Museum

Financial Year	Total Expenditure
April 2011 - March 2012	£99,404
April 2012 - March 2013	£112,105*

A budget of £108,783 is provided by Ballymoney Borough Council for 2013-2014.

* An additional £37,800 was contributed by Heritage Lottery Fund to support the exhibition and events to commemorate the centenary of K.K. McArthur's Olympic victory.

3.7 Ballymoney Museum collection

Ballymoney Museum was established in 1860. The existing collections relate to the following:

- **Archaeology:** a substantial collection spanning the Mesolithic to the Medieval period.
- **Irish Volunteers and the United Irish Rebellion:** rare examples of objects with local provenance.
- **Domestic, commercial and community life in Ballymoney and district:** largely 19th and 20th century, a diverse variety of artefacts of local provenance which are associated with domestic life, clubs & societies, agriculture, railways, local businesses and the local government authority.
- **Photographic** - The museum has an extensive collection of archive images of the town and surrounding area dating from the Victorian period to the present day. The collection also includes equipment from Corfield Ltd., the only camera factory in Ireland.
- **Motorcycle road racing** - Including memorabilia, programmes, trophies and badges associated with the sport in Northern Ireland from the early 20th century.

These themes are reflected in the content of the permanent exhibition. The collection also contains a diverse variety of objects which are incorporated into the programme of temporary exhibitions. Please refer to the Collection Development Policy for further information on the Ballymoney Museum collection.

4 KEY AIMS

To provide a high quality museum service that will preserve, interpret and promote the heritage of the Ballymoney Borough for the benefit of local people and visitors. It strives to achieve the following aims:

- Facilitate and manage the sustainable development of the museum and its collection for the benefit of present and future generations.
See Section 5, tasks 1-11
- Provide physical and intellectual access to collections and services through exhibitions, education and outreach programmes.
See Section 5, tasks 2, 3, 5, 6, 7.
- Promote interpretation of local identities and their diverse traditions and cultures to ensure the support and inclusion of all sectors of our community.

See Section 5, tasks 2, 3, 5, 6, 7.

- To research the collections and thus contribute to the understanding of the history and heritage of the Ballymoney area.
See Section 5, tasks 2, 10.
- Utilise available resources efficiently and effectively.
See Section 5, task 11.
- Provide relevant professional advice to independent museums and collections in the area.
See Section 5, tasks 1.

The museum is committed to the Peace III Cultural Fusions Programme and the “Causeway Coast & Glens Tourism Area Plan 2012-2017”.

5 KEY TASKS 2013-2014

In order to achieve the Key Aims in Section 4, the museum will implement the Key Tasks outlined in the following section. This plan has been informed and developed with reference to the experience and performance of museum activity in 2012-2013 (see Appendix 2).

1. Continue high standard of collection management and general museum development.
 - Maintain accreditation under the current Accreditation Scheme.
 - Continue good collection care, implement new archive storage programme.
 - Plan Modes software training for staff.
 - Provide support and professional advice to the public and private collections.
 - Plan security review for September 2013.
2. Develop and deliver a programme of diverse and high quality temporary exhibitions which meet the objectives set out in the council’s Temporary Exhibition Policy.
 - Develop anniversary projects to commemorate e.g. WWI, Gaelic Athletic Association (GAA) and Ballymoney Home Rule demonstration.
 - Develop and deliver interpretative panel for the Town Hall rooms and corridor.
 - Revise and expand the content of the current permanent exhibition display.
 - Maximise opportunities to develop the exhibition programme available through the Peace III Cultural Fusions Programme.
 - Develop and deliver a programme of events and activities that will support the exhibition programme, including lectures and talks to relevant stakeholder clubs, societies and community groups.
3. Maintain and establish links with community groups/local cultural organisations where appropriate.
4. Continue the high quality service for visitor care.
 - Develop a new approach to gather visitor feedback.
 - Respond to visitor inquiries in person, by email, telephone and by post.
 - Increase museum visitor figures by 5%.
5. Continue the museum’s commitment to developing an expansive family history archive.

- Preliminary development and promotion of the forthcoming Route Back Home international family history conference, scheduled for September 2014.
 - Upgrade the resources available to the public for family history research and develop 'Family History Help' public genealogy clinic.
6. Continue to develop the Ballymoney Museum education programme.
 - Develop a programme of events and activities that provide access to the collection and links to the NI curriculum.
 - Develop new curricular aids that have a local focus and can be supplied to schools on various subjects.
 7. Continue to develop publications on local historical themes.
 - Compile the content for a publication of photographs in partnership with Impact Printing; host the book launch in autumn 2013.
 - Host the launch of forthcoming book on the history of Corfield camera factory to which the museum has contributed important content and research support.
 8. Review the Museum Marketing Plan.
 9. Maximise opportunities available through the Northern Ireland Museums Council's Collection Skills Initiative, Museum Bursary Placement Scheme.
 10. Maintain a high profile in the wider museum field e.g. publishing articles, attending conferences.
 11. Continue to manage effectively budgets and identify opportunities to source additional funding for the museum.

5.1 External liaison

In support of the above aims and objectives, Ballymoney Museum will ensure that it retains liaisons with the following external agencies:

- Ballymena Museum
- Ballymoney Borough Arts Committee
- BBC Sport NI
- Causeway Coast & Glens Tourism
- Causeway Museums Service
- Department of Culture & Leisure NI
- Gaelic Athletic Association (GAA) and local clubs
- Irish Museums Association
- Libraries NI
- Manx National Heritage, Isle of Man
- National Museum of Northern Ireland
- NI Family History Society
- Northern Ireland Museums Council
- Northern Regional College
- Potchefstroom Museum, South Africa
- PRONI & GRO
- Queen's University Belfast
- Ullans & Ulster Scots Agency
- Ulster Historical Foundation
- University of Ulster

6 EXHIBITION & EVENTS PROGRAMME

The Ballymoney Museum Exhibition Planning Committee consists of museum staff, the Cultural Services Officer, Mr. J. M. Pollock, Chair of the Ballymoney Borough Arts Committee and local academic and historian Mr. S. A. Blair. The committee plans the museum's temporary exhibition programme and uses set criteria to consider requests to use the temporary exhibition gallery which have been received from external agencies or stakeholders.

The following exhibitions are currently scheduled for the temporary exhibition gallery.

Month	Exhibition
April 2013	Images of Ireland – PEACE III
May 2013	Ulster's TT Heroes – motorcycle road racing
June 2013	Ulster's TT Heroes – motorcycle road racing
July 2013	Ulster's TT Heroes – motorcycle road racing
September 2013	My Treasure – PEACE III
October 2013	Ballymoney Museum collection – official launch of the redeveloped permanent gallery
November 2013	Woodturning - art
December 2013	Northern Ireland Photographic Association
January 2014	Temporary gallery closed
February 2014	Ulster Plantation – PEACE III
March 2014	Ulster Plantation- PEACE III 75 th anniversary Ballymoney Drama Festival

The following museum events are scheduled for April 2013-March 2014.

Month	Exhibition
June 2013	School Workshops – World War II
September 2013	Book launch – Story of Corfield camera factory Commemorative talk – Home Rule Demonstration in Ballymoney
October 2013	Book Launch – In association with Impact Printing Ltd, title to be confirmed, with content from Ballymoney Museum collection
February 2014	Film show – Charlie McAfee archive

7 SPENDING PLAN 2013-2014

Ballymoney Museum will continue to manage effectively budgets for 2013-14 and the forward plan will be implemented according to the following resource allocation

- Expenditure Budget for 2013-14 £108,783
- 2 x Full time Staffing – Museum Manager & Museum Officer

ALLOCATION	AVAILABLE BUDGET
Temporary exhibitions	£12,000
Re-development of permanent gallery display	£5,000
Miscellaneous	£3,400
Education workshops	£3,000
Events	£2,000
Route Back Home conference and genealogy resources	£1,600
Collection Care	£1,000
Membership subscriptions	£1,000

Training	£500
	£29,500

8 AUDIENCE DEVELOPMENT

8.1 Permanent exhibition gallery fit-out project

In 2009, Ballymoney Museum completed a £400,000 fit-out of the permanent exhibition gallery. This project received 75% financial support from the Heritage Lottery Fund and necessitated extensive audience research, including focus groups and public consultations. The results of this research informed the content of the permanent exhibition gallery and the current temporary exhibition and event programme.

8.2 Museum user evaluation – Gallery Comment Cards

Visitors to the museum and associated events have been provided with an opportunity to complete evaluation forms (see Appendix 3, section 1). Unfortunately, this method has a low uptake and while the results show patterns in visitor response, it is unwise to extrapolate data from these results.

However, some patterns are clear from the results. It is evident that ‘word of mouth’ is an effective tool for attracting visitors and it is vital that visitors leave the venue with a positive view of Ballymoney Museum. Continued efforts must therefore be made to retain the high level of user satisfaction already achieved (i.e. 76% recording a response of ‘very good’ or ‘excellent’).

Word of mouth is free. Other low cost or free approaches to marketing have also proved successful. By targeting the television, radio and local press with relevant common interest stories, linked to events at the museum, new visitors have been attracted to the museum. (see Appendix 4)

The high proportion of over 45 year old visitors (57%) is a subject that is indisputable. It is suggested that the result for under 16 year olds (29%) has been skewed by the disproportionate number of this sector of the audience who have a tendency to complete forms of this kind; a estimated figure of 15% is believed to be more realistic.

8.3 Museum user evaluation – K.K. McArthur focus group evaluation

The K.K. McArthur commemoration included high profile events which involved a large number of people. In order to establish how successful the programme had been, an evaluation session took place and a focus group from all the stakeholders were invited to attend. The results are outlined in Appendix 3, section 2. The results showed that the events had been a ‘positive experience’ with a score of 4.6 out of 5.0. However, it was evident that while community involvement was perceived to be good (3.8 out of 5.0) and had raised the profile of this important historical figure (3.4 out of 5.0) there is space for improvement in both areas.

8.4 Recommendations

1. A more constructive and thorough approach to obtaining feedback from the museum users is recommended. This should be developed over the next year and introduced in Spring 2014 in advance of the major summer exhibitions.
2. A component of this research should undertake a study to establish a quantifiable proportion of visitors who visit from outside the Borough and the purpose of their visit i.e. motorcycle road racing and family history.

Traditionally, the most popular annual exhibition is the road racing exhibition, which is seen by up to 45-65% of the total visitors.

3. The Exhibition Planning Committee has scheduled exhibitions on GAA and WWI, for the summer of 2014. These exhibitions have been selected to appeal to an audience with a wide age range and also to attract visitors from both the rural and urban communities.
4. Innovative community or 'grassroots' projects should remain a priority for the museum. Forthcoming exhibition projects should continue to be developed with a strong focus on stakeholder participation, building on the success achieved with rural communities during the K.K. McArthur Centenary commemoration.
5. It is recommended that the museum should continue to exploit the use of television, radio and media by submitting common interest stories e.g. the forthcoming book launches in Autumn 2013. This strategy will help to reach a new audience.
6. Museum staff should continue to promote the museum and local history through a pro-active programme of free lectures and talks to clubs, societies and community groups throughout the Borough.

APPENDIX 1 VISITOR FREQUENCY 2009 - 2013

- Exhibitions developed by Ballymoney Museum in black font
- Touring exhibitions in red font

2009

MONTH	EXHIBITION	Visitor Frequency
May	Where motorcycling reigns – motorcycle road racing	3849
June	Where motorcycling reigns – motorcycle road racing	1236
July	Where motorcycling reigns – motorcycle road racing	2035
August	Where motorcycling reigns – motorcycle road racing	2385
September	Hugh Thomson - art	1223
October	Hugh Thomson - art	1008
November	Woodturning - craft	1685
December	Working the Causeway Landscape	602
		Total: 14023

2010

MONTH	EXHIBITION	Visitor Frequency
January	Working the Causeway Landscape	537
February	Collection-Recollection – history of museum	914
March	Collection-Recollection – history of museum	830
April	Collection-Recollection – history of museum	726
May	Road Racing Nation – motorcycle road racing	2389
June	Road Racing Nation – motorcycle road racing	882
July	Road Racing Nation – motorcycle road racing	1320
August	Road Racing Nation – motorcycle road racing	1560
September	Cycling Past – history of bicycle clubs	1352
October	Cycling Past – history of bicycle clubs	749
November	Woodturning - craft	1443
December	Hugh McIlfatrick - art	448
		Total: 13150

2011

MONTH	EXHIBITION	Visitor Frequency
January	Images of Ireland – PEACE III	371
February	Images of Ireland – PEACE III	476
March	Old, new, borrowed, blue – wedding dresses	1108
April	Old, new, borrowed, blue – wedding dresses	979
May	North West Frontier – motorcycle road racing Ulster Sports Museum – sport in NI	2561
June	North West Frontier – motorcycle road racing Ulster Sports Museum – sport in NI Ballymoney Photographic Club - photography	907
July	North West Frontier – motorcycle road racing Ulster Sports Museum – sport in NI	804
August	North West Frontier – motorcycle road racing	1199
September	NIPA - photography	718
October	Isabel Kerr - art	302
November	Woodturning - craft Desmond Ng - craft	1257
December	Desmond Ng - craft	530
Total:		11212

2012

MONTH	EXHIBITION	Visitor Frequency
January	Authorised Word of God – history of King James Version	591
February	Maurice Orr - art	1334
March	Ballymoney High School – school history	1857
April	Marathon Mac – K.K. McArthur, Olympic centenary	1254
May	Marathon Mac – K.K. McArthur, Olympic centenary Diamond Jubilee - QEII	2076
June	Marathon Mac – K.K. McArthur, Olympic centenary Diamond Jubilee - QEII	1823
July	Marathon Mac – K.K. McArthur, Olympic centenary	1187
August	Marathon Mac – K.K. McArthur, Olympic centenary	943
September	Marathon Mac – K.K. McArthur, Olympic centenary	991
October	Dalriada School – school history	861
November	Woodturning – craft	861
December	NIPA - photography	861
Total:		14639

2013

MONTH	EXHIBITION	Visitor Frequency
January	Temporary gallery closed	574
February	Walking the Colours – PEACE III	368
March	Walking the Colours – PEACE III	604
Total:		1546

APPENDIX 2 REVIEW OF THE FORWARD PLAN 2012-2013

SECTION	TASKS	OUTCOME
Vision for 2012-2013	To provide a high quality museum service that will preserve, interpret and promote the heritage of the Ballymoney Borough for the benefit of local people and visitors.	A high quality museum service was maintained with popular exhibitions and events attracting local, national and international audience.
Museum Development	<ul style="list-style-type: none"> • Develop and deliver interpretative panel for the Town Hall rooms and corridor. • Develop and deliver a programme of diverse and high quality temporary exhibitions which meet the objectives set out in the council's temporary exhibition policy. • Develop and deliver a programme of events and activities that will support the exhibition programme. • Develop and promote a programme of events and activities to mark the 100th anniversary of K K McArthur's marathon win at the 1912 Olympics in Stockholm. • Maximise opportunities to develop the exhibition programme available through the Peace III Cultural Fusions Programme. • Organise, promote and deliver a multi-national Family History Conference. 	<ul style="list-style-type: none"> • Work in progress. • The temporary exhibition programme was very successful and included a collaboration with Potchefstroom Museum, South Africa, celebrating the K.K. McArthur centenary and a high profile local display on the history of Ballymoney High School. • Events included a community play, two community based commemorative re-enactments, talks, tours and film shows. • Generous funding from HLF provided the budget for a McArthur play, interactive website, two community re-enactments, school workshops and a film show. • Exhibitions were delivered on schedule with associated events. • Route Back Home 2012 attracted 23 delegates from USA, Canada, New Zealand, Europe, UK and Ireland. The events proved very successful and plans

	<ul style="list-style-type: none"> • Continue to develop a programme of events and activities that provide access to the collection and links to the NI curriculum. • Develop a series of curricular aids with a local focus that can be supplied to schools on various subjects. • Review the Museum Marketing Plan. • Maintain good collection care and implement archive storage programme. • Maximise opportunities available through the Northern Ireland Museums Council's Collection Skills Initiative, Museum Bursary Placement Scheme. • Maintain / establish links with community groups / local cultural organisations where appropriate. • Continue to deal efficiently with visitor enquiries. • Identify opportunities to source additional funding for the museum. 	<p>are in place for the third conference in September 2014.</p> <ul style="list-style-type: none"> • 17 of the 22 primary schools in the Borough took part in the K.K. McArthur themed education event. • Education material on McArthur was developed for the K.K. McArthur website and made available online. • The marketing plan for 2012-2013 proved very effective with two television broadcasts to promote the K.K. McArthur exhibition and ten radio broadcasts to promote other events and exhibitions. Newspaper coverage was extensive in the local and national press. • The museum collection continues to be maintained at a high standard. • Exceptional progress has been made by the Bursary Placement Trainee working on the GAA project. • Projects liaising with local groups continue to be developed and enhanced through community based projects and lectures to local clubs, societies and community groups. • Staff continue to respond to visitor enquiries on a daily basis by email & post and in person.
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	<ul style="list-style-type: none"> Maintain a high profile in the wider museum field e.g. publishing articles, attending conferences. 	<ul style="list-style-type: none"> Funding of £37,800 was secured from the HLF for the K.K. McArthur centenary project. Articles for publication are in progress.
Staff Development	<ul style="list-style-type: none"> Specialised Museum Training i.e. introduction to new accreditation criteria. 	<ul style="list-style-type: none"> Staff attended courses at Northern Ireland Museums Council.

External Liaison	<ul style="list-style-type: none"> BBC 'Hands on History' and 'Reel Stories' BBC Sport NI National Museum of Northern Ireland Ballymoney Borough Arts Committee Ballymena Museum Causeway Museums Service NI Family History Society Libraries NI Northern Ireland Museums Council Irish Museums Association Museums, Libraries & Archives Council University of Ulster Queen's University Belfast PRONI & GRO Ulster Historical Foundation Museums, Libraries and Archives Council (MLA) Department of Culture & Leisure NI Northern Regional College Causeway Coast & Glens Tourism Potchefstroom Museum, South Africa Stockholm Museum, Sweden Olympic Museum, Switzerland Manx National Heritage 	<ul style="list-style-type: none"> Ballymoney Museum continues to liaise with the agencies and institutions listed opposite and work continues on establishing new external links.
Resource	<ul style="list-style-type: none"> Manage effectively 	<ul style="list-style-type: none"> The budget and

Management	budgets for 2012-13 <ul style="list-style-type: none"> • Expenditure Budget for 2012-13 £128,122 • 2 x Full time Staffing – Museum Manager & Museum Assistant 	external funding was managed effectively and efficiently.
External Standards	Maintain accreditation under the Accreditation Scheme	Work continues to ensure Accreditation.
Results	Increase museum visitor figures by 5%.	Visitor figures dropped 4.8% from 13,039 in 2011-2012 to 12,403 in 2012-2013. This decrease can be clearly identified in the final three months of the year, with the temporary gallery closed in January 2012 and PEACE III exhibition 'Walking the Colours' attracting a visitor attendance which was notably below average.

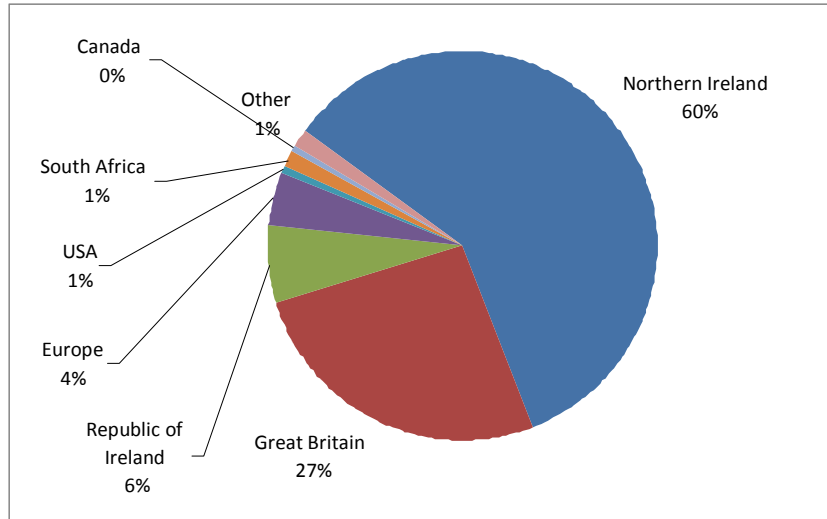
APPENDIX 3 USER EVALUATION

SECTION ONE: Gallery Comment Cards

Comment cards were available for visitors in the museum galleries from April 2012-March 2013. The following statistics are a summary of the feedback collected on a total of 626 cards.

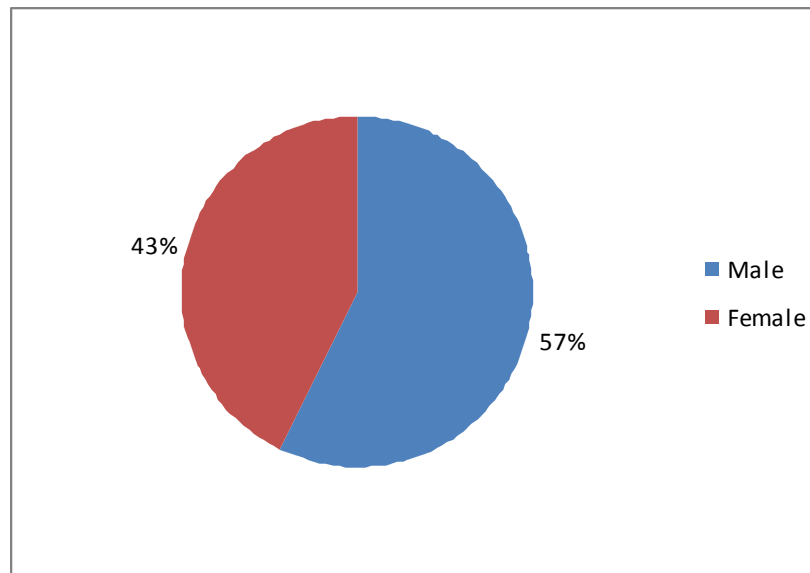
1 Where do you live?

Location	Frequency
Northern Ireland	371
Great Britain	162
Republic of Ireland	40
Europe	28
USA	5
South Africa	8
Canada	3
Other	9
Total	626



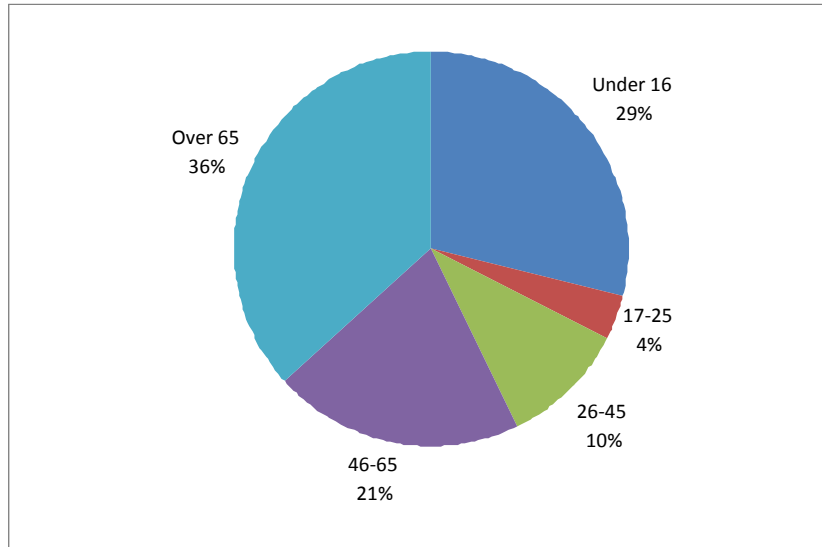
2 Gender

Gender	Frequency
Male	358
Female	268
Total	626



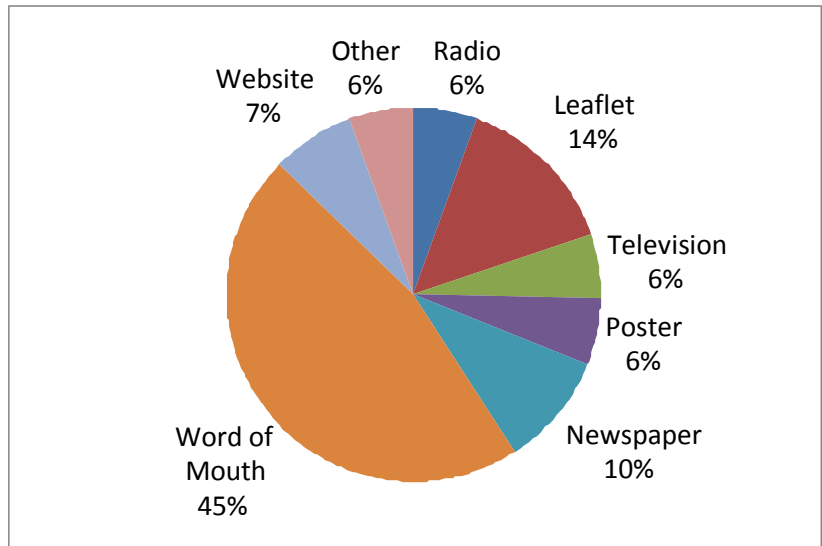
3 Age

Age	Frequency
Under 16	180
17-25	24
26-45	64
46-65	129
Over 65	229
Total	626



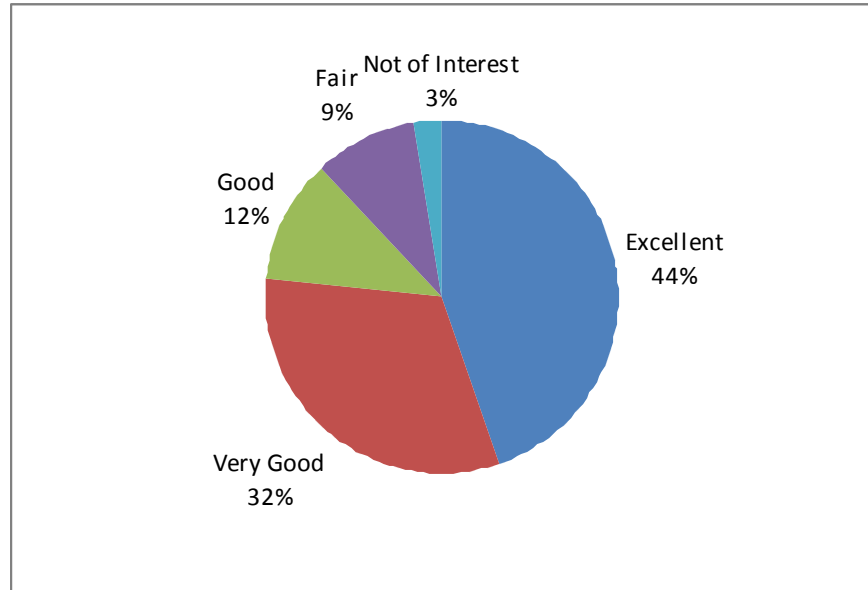
4 How did you find out about this exhibition?

Method	Frequency
Radio	32
Leaflet	80
Television	32
Poster	32
Newspaper	56
Word of Mouth	264
Website	40
Other	32
Total	568



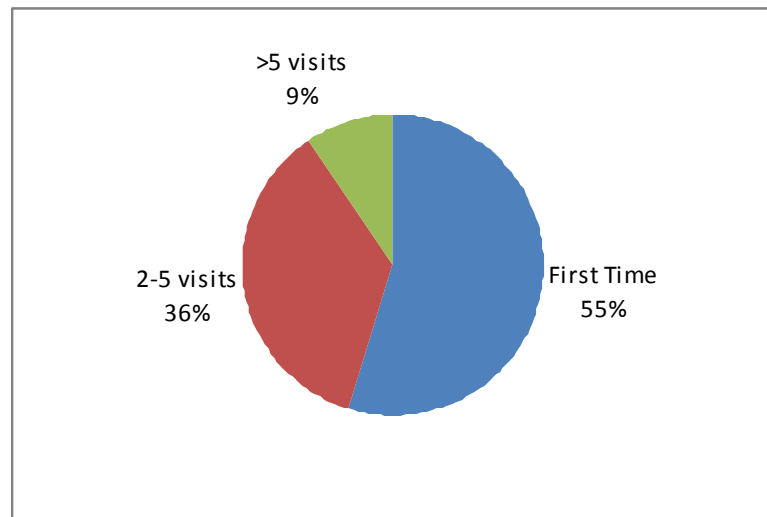
5 How would you describe the exhibition?

Rating	Frequency
Excellent	280
Very Good	200
Good	72
Fair	58
Not of Interest	16
Total	626



6 How often have you visited Ballymoney Museum?

No. of visits	Frequency
First Time	324
2-5 visits	212
>5 visits	56
Total	592



APPENDIX 3 USER EVALUATION

SECTION TWO: K.K. McArthur Centenary 1912-2012 events

The following information is taken from 28 evaluation forms targeted at representatives from Dervock and District Community Association (DDCA), Springwell Running Club, elected representatives, council staff and volunteers following the events celebrating the Kennedy Kane McArthur Centenary. Participants were asked to give a score of 1-5 in response to five questions and invited to add any additional comments that they thought were relevant. A selection of the most useful comments is included below along with the average score for each question.

1. DO YOU THINK THAT THE KENNEDY KANE McARTHUR CENTENARY EVENTS HAVE BEEN A POSITIVE EXPERIENCE FOR THE PEOPLE OF BALLYMONEY & DERVOCK?

5	4	3	2
1			
Extremely positive		Positive	
Not positive			

Average score: 4.6

Selected comments:

- “Great community spirit, village well presented. Highlight history and culture in very enjoyable way.” (5)
- “Dervock was awash with pride during the celebration.” (4)

2. DO YOU THINK THAT THE KENNEDY KANE McARTHUR CENTENARY EVENTS HAVE RAISED THE PROFILE OF THIS IMPORTANT HISTORICAL FIGURE AND INTRODUCED McARTHUR TO A WIDER AUDIENCE?

5	4	3	2
1			
McArthur is			
McArthur is only known			
known throughout NI			in Dervock

Average score: 3.4

Selected comments:

- “Many more people know about McArthur as a result.” (5)
- “Good media coverage and bringing McArthur story to new audiences. Include feature in museum and statue in Dervock.” (3)

3. DO YOU THINK THAT THE KENNEDY KANE McARTHUR CENTENARY EVENTS HAVE INVOLVED ALL THE COMMUNITY?

5	4	3	2
1			
Everyone took part			No-
one joined in			

Average score: 3.8

Selected comments:

- “Certainly in Dervock and Ballymoney. The inclusion of so many youth organisations was brilliant. It created an intergenerational family event and involved urban and rural elements.” (5)
- “Yes. Involved local communities. Dervock, Stranocum Ballymoney, Springwell Club members and council.” (3)

4. DO YOU THINK THAT OUR MEDIA CAMPAIGN FOR THE KENNEDY KANE McARTHUR CENTENARY WAS SUCCESSFUL?

5	4	3	2
1			
Very successful			
Not successful			

Average score: 3.5

Selected comments:

- “Raised profile of village and McArthur on local TV but getting the story sold to national media difficult.” (4)
- “Website good, Facebook good. T.V should have given us better support.” (3)

5. “THE GOLDEN POINT AND AFTERWARDS”

a) DID YOU ENJOY THE PLAY “THE GOLDEN POINT AND AFTERWARDS”?

5	4	3	2	
1				
Very enjoyable				Did
not enjoy it				

Average score: 4.7

Selected comments:

- “Utterly splendid. Audiences were engrossed.” (5, attends play more than 5 times a year)
- “Good night’s entertainment and improving my knowledge of the story.” (4, attends play 1-4 times a year)

b) DID THE PLAY TELL YOU ANYTHING NEW ABOUT KENNEDY KANE McARTHUR?

5	4	3	2	
1				
I learned a lot			I learned	
very little				
about McArthur			new	
about McArthur				

Average score: 4.8

Selected comments:

- “I knew the story but I learnt plenty more about the historical context into which McArthur arrived when he emigrated to South Africa.” (4)

- “The play provided a deep insight into the character of this man, this runner, this champion, this ultimate Olympian.” (5)

APPENDIX 4

TELEVISION AND RADIO APRIL 2012-MARCH 2013

DATE	PROGRAMME	SUBJECT	CONTENT
6 April 2012	'Newsline' BBC1 television Pre-recorded	K.K. McArthur	K.K. McArthur exhibition launch Ballymoney Museum Interviewer: Austin O'Callaghan Interviewees: Museum Manager Liza Ackermann (born in Potchefstroom) Christine Drewes (Potchefstroom Museum)
12 April 2012	Ivan Martin Show Downtown Radio Live	K.K. McArthur	K.K. McArthur centenary celebrations.
29 April 2012	'A Kist o Wurds' BBC Radio Ulster Pre-recorded	K.K. McArthur	K.K. McArthur exhibition launch, Ballymoney Museum. Interviewer: Frank McLernon Interviewees: Museum Manager Liza Ackermann (born in Potchefstroom) Christine Drewes (Potchefstroom Museum)
1 June 2012	'UTV Live' ITV1 television Pre-recorded	Olympic Torch Relay	Report included footage of the "Marathon Mac" exhibition in Ballymoney Museum. Presenter: Gareth Wilkinson Interviewees: Ivan McKee Frank McLernon
3 June 2012	'A Kist o Wurds' BBC Radio Ulster Pre-recorded	Coronation visit of Queen Elizabeth II	'The Queen and the Toon' exhibition, Ballymoney Museum. Interviewer: Gary Blair Interviewees: Councillor Ian Stevenson Museum Manager

DATE	PROGRAMME	SUBJECT	CONTENT
4 June 2012	'Talkback' BBC Radio Ulster Live	K.K. McArthur	K.K. McArthur centenary celebrations and the Olympic Torch Relay, Giant's Causeway. Interviewer: Ronan Lundy Interviewee: Museum Manager
16 June	'Your Place & Mine' BBC Radio Ulster Live	K.K. McArthur	K.K. McArthur medal discovered in Dervock. Interviewer: Anne Marie McAleese Interviewee: Museum Manager
11 July 2012	'Good Morning Ulster' BBC Radio Ulster Pre-recorded	K.K. McArthur	K.K. McArthur re-enactment in Ballymoney. Interviewer: David Maxwell Interviewees: Museum Manager Patrick Buchanan (actor) Liza Ackermann (actress, born in Potchefstroom) Peter Morgan Barnes (playwright & producer)
11 July 2012	'Newsline' BBC1 television Pre-recorded	K.K. McArthur	K.K. McArthur re-enactment in Ballymoney. Interviewer: David Maxwell Interviewees: Museum Manager David Halliday (participant in re-enactment) Liza Ackermann (actress, born in Potchefstroom) Peter Morgan Barnes (playwright & producer)

14 October 2012	'A Kist o Wurds' BBC Radio Ulster Pre-recorded	Route Back Home 2012	Report from the family history conference, Ballymoney Town Hall. Interviewer: Liam Logan Interviewees: Museum Manager Alex Blair (historian) Delegates from USA and Canada.
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DATE	PROGRAMME	SUBJECT	CONTENT
16 November 2012	'Your Place & Mine' BBC Radio Ulster Pre-recorded	Woodturning	Annual art & woodturning exhibition, Ballymoney Museum. Interviewer: Ronan Lundy Interviewee: Billy Henry, woodturner from Ballymoney.
To be broadcast in June 2013.	Manx Radio Pre-recorded	John McGuinness	'John McGuinness: TT Legend' book launch. Ballymoney Town Hall, 27 October 2012. Interviewer: Don Walker Interviewees: Museum Manager Councillor Evelyne Robinson Alderman Bill Kennedy Mervyn Whyte MBE (Clerk of Course, NW200) and others.



Ballymoney Museum

COLLECTIONS DEVELOPMENT POLICY

GOVERNING BODY: Ballymoney Borough Council
Riada House, 14 Charles Street,
Ballymoney,
Co. Antrim, BT53 6DZ.

TO BE APPROVED BY GOVERNING BODY: 3 June 2013

DATE DUE FOR REVIEW: May 2018



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APPENDIX A

9

Figure One: The Borough of Ballymoney

3

1 STATEMENT OF PURPOSE

The mission of Ballymoney Museum is to collect and preserve material evidence which illustrates the environment, history, heritage and way of life in the Borough of Ballymoney ("the Borough") and to exhibit and interpret these collections for the benefit of the public.

Key aims:

- Facilitate and manage the sustainable development of the museum and its collection for the benefit of present and future generations.
- Provide physical and intellectual access to collections and services through exhibitions, education and outreach programmes.
- Promote interpretation of local identities and their diverse traditions and cultures to ensure the support and inclusion of all sectors of our community.
- To research the collections and thus contribute to the understanding of the history and heritage of the Ballymoney area.
- Utilise available resources efficiently and effectively.
- Provide relevant professional advice to independent museums and collections in the area.

2 AN OVERVIEW OF CURRENT COLLECTIONS

Ballymoney Museum was established in 1860. The existing collections relate to the following:

Archaeology - A substantial collection spanning the Mesolithic to the Medieval period. This includes:

- Flint tools, polished axeheads & quern stones from the Stone Age;
- Bronze weapons and a rare wooden yoke from the Bronze Age;
- A unique, carved pagan stone from Derrykeighan and a wooden bog butter vessel from the Iron Age;
- Assorted wooden artefacts from the Medieval period, including a plough (c.1050-1230AD) which is believed to be the oldest in Ireland.

Irish Volunteers and the United Irish Rebellion – Rare examples of objects with local provenance, including:

- Ballymoney Volunteer jug and mug;
- Oath of Allegiance to King George III (June 1797);
- Ballymoney Infantry yeomanry cross-belt plate;
- Sword and other artefacts associated with John Nevin, United Irishman;
- An insurgent pike, with haft.

Domestic, commercial and community life in Ballymoney and district - Largely 19th and 20th century, a diverse variety of artefacts of local provenance which are associated with domestic life, clubs & societies, agriculture, railways, local businesses and the local government authority.

Photographic - The museum has an extensive collection of archive images of the town and surrounding area dating from the Victorian period to the present day. The collection also includes equipment from Corfield Ltd., the only camera factory in Ireland.

Motorcycle road racing - Including memorabilia, programmes, trophies and badges associated with the sport in Northern Ireland from the early 20th century.

3 THEMES AND PRIORITIES FOR FUTURE COLLECTING

3.1 Ballymoney Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to the area as defined by the present boundaries of the Borough (see section 3.4).

3.2 Ballymoney Borough Council ("the Council") accepts the general principle that it is their responsibility to ensure to the best of their ability that all of the collections in their care are adequately housed, conserved and documented.

3.3 The subjects of interest for future collecting include artefacts associated with:

- Domestic, commercial, community and sporting life in the Borough.
- Archaeology with a provenance to Ballymoney, in particular from the Iron Age period to the Plantation.
- Photographs & film footage depicting significant places, people and events in the Borough.
- Motorcycle road racing in Northern Ireland and those riders, teams and sponsors associated with Northern Ireland.
- Famous people who were born or lived in the Borough.

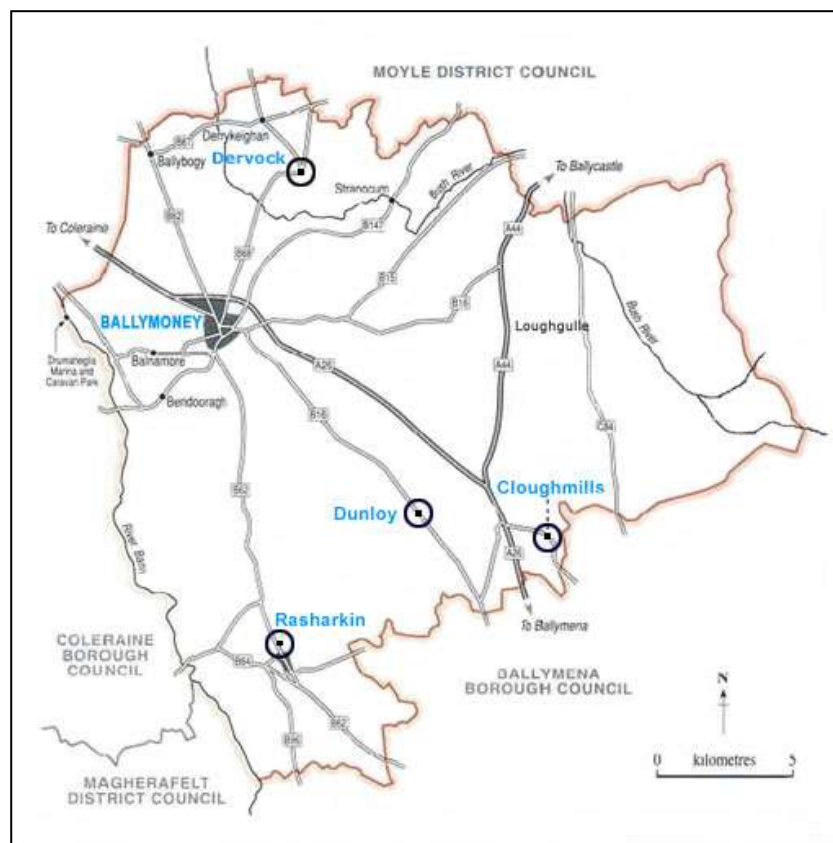


Figure One: The Borough of Ballymoney is the geographical area as outlined in brown and bordered by the R. Bann.

3.4 The geographical area to which the collection relates is shown in Figure One. This includes the rural villages and communities such as Ballybogey, Balnamore, Cloughmills, Dervock, Dunloy, Loughguile, Rasharkin and Stranocum.

It may be occasionally necessary to collect items relating to regions beyond the geographic boundaries of the Borough, in particular for the motorcycle road racing collection. This will be done in consultation with other museums which may have a vested interest e.g. National Museums of Northern Ireland.

4 THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL

Ballymoney Museum shall only dispose of objects when motivated by curatorial recommendations and in order to increase public benefit derived from the museum collection. Disposals will be made in accordance with section 13 below.

Objects from the collection will be considered for disposal on a case by case basis under the following criteria:

- Poor condition
- Duplication in the collection
- Fails to adhere to the Collections Development Policy
- Public benefit better served by transfer to another organisation.

5 LIMITATIONS ON COLLECTING

Ballymoney Museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

6 COLLECTING POLICIES OF OTHER MUSEUMS

Ballymoney Museum will take into account 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 special interest, in order to avoid unnecessary duplication or waste of resources.

Specific reference is made to the following museums:

- Ballycastle (Moyle)
- Ballymena
- Coleraine
- Limavady
- National Museum of Northern Ireland (NMNI)

7 POLICY REVIEW PROCEDURE

The Collections Development Policy will be published and reviewed from time to time, at least once every five years. (The date for next review is May 2018.) It is anticipated that the implementation of the Review of Public Administration will necessitate a review before this date.

The Northern Ireland Museums Council will be notified of any changes to the Collection Development Policy and the implications of any such changes for the future of existing collections.

8 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.

9 ACQUISITION PROCEDURES

9.1 Ballymoney 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 designated Council officers are satisfied that the Museum can acquire a valid title to the item in question.

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

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 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 DCMS in 2005.

9.4 So far as biological and geographical material is concerned, Ballymoney Museum will not acquire by any direct or indirect means any

specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority

9.5 Ballymoney Museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or designated Council officers have any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and the proper authorities in the case of possible treasure as defined by the Treasure Act 1996

9.6 Any exceptions to the above clauses 9.1, 9.2, 9.3, 9.4 and 9.5. will only be because Ballymoney Museum is either:

- Acting as an externally approved repository of last resort for material of local(UK) origin, or
- Acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded, or
- Acting with the permission of authorities with the requisite jurisdiction in the country of origin, or
- In possession of reliable documentary evidence that the item was exported from the country of origin before 1970
- 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

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

9.8 The designated Council officers will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Museum, for soliciting gifts of material for the collections within the terms of this policy, and for making recommendations and taking actions on the purchase of material in accordance with this Policy and within the Council's normal standing orders.

9.9 Where the acquisition of any item would result in significant financial implications in respect of storage, conservation or display, the matter will be referred to the Council for decision.

9.10 Items offered to Ballymoney Museum as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the designated Council officers feel that the item(s) in question are of over-riding importance, the Council may be asked to approve the acquisition of a specific item to which conditions

are attached. A general exception to this rule will be deemed to exist in respect of restrictive covenants or conditions intended only to assure the permanent protection of the item concerned in the Museum's collections, such as restrictions placed upon any legal powers of disposal that the Museum may have; under such circumstances, the designated Council officers may reasonably recommend that the Council accept the gift or bequest in question.

9.11 The acceptance of items, on loan, normally for a finite period for display or specific study, may be authorised by the designated Council officers acting on the Council's behalf. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy may be accepted on a finite long loan, whether or not it is required for immediate display or study. No item will be received on "permanent loan", a term which has no legal status. The period of all loans will normally be agreed in writing between the designated Council officers and the owner of the item at the time of deposit. Where the term of a loan has expired, it may be renewed or extended for further finite periods, at the discretion of both owner and the designated Council officers.

10 SPOLIATION

Ballymoney 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

11 REPATRIATION AND RESTITUTION

Ballymoney Museum's governing body acting on the advice of the Museum's professional staff, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take any such decisions on a case by case basis, within its legal position and taking into account all ethical implications. This will mean that procedures described in 13.1-13.4, 13.7 & 13.19 below will be followed but the remaining procedures are not appropriate.

The museum will follow the procedures outlined in the 'Guidance for the care of human remains in museums' DCMS 2005.

12 MANAGEMENT OF ARCHIVES

As Ballymoney Museum holds and will continue to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (2002).

13 DISPOSAL PROCEDURES **Disposal preliminaries**

13.1 Ballymoney Museum will ensure that the disposal process is carried out openly and with transparency.

13.2 By definition, Ballymoney Museum has a long-term purpose and possesses permanent collections in relation to its stated objectives. The governing body accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.

13.3 Ballymoney Museum will establish that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account. Any decision to dispose of material from the collection will be taken only after due consideration.

13.4 When disposal of a museum object is being considered, Ballymoney 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 if the item is disposed of by sale.

Motivation for disposal and method of disposal

13.5 When disposal is motivated by curatorial reasons the procedures outlined below in sections 13.7-13.19 will be followed and the method of disposal may be by gift, sale or exchange.

13.6 Ballymoney Museum will not undertake disposal of items with the principal aim of generating funds.

Disposal decision making process

13.7 Whether the disposal is motivated either by curatorial or financial reasons, 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 the 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. External 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.

Responsibility for disposal decision-making

13.8 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 of the collection acting alone.

Use of proceeds of sale

13.9 Any monies received by the museum governing body from the disposal of items will be applied 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 Northern Ireland Museums Council.

13.10 The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

13.11 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. 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.

13.12 If the material is not acquired by any Accredited Museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.

13.13 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.

Disposal by exchange

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

13.15 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in

paragraphs 13.1-13.4 and 13.7 & 13.8 will be followed as will the procedures in paragraphs 13.16-13.19.

13.16 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.

13.17 If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.

13.18 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.

Documenting disposal

13.19 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.

APPENDIX A

1. Ballymoney Museum is defined as those premises, staff and collections of original material which are the responsibility of the Council.
2. "Collections" are defined as: "any item entered in the Accession Registers of Ballymoney Museum, whether as gift, transfer, bequest or purchase, together with any item not entered in the Accession Registers, but in the possession of Ballymoney Museum at March 2013, which was donated or purchased with the intention that it should become part of the Collections."
3. "Valid title" is defined as valid legal ownership.
4. The Museum Manager, Ballymoney Museum is defined as being the professional officer responsible to Ballymoney Borough Council through the Central & Leisure Services Department.

Care and Conservation Policy



To be approved: 3 June 2013
Review: May 2015

Statement of purpose

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. The Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan, and Emergency Plan.

The purpose of the Care and Conservation Policy is to set a framework for:

- The preservation of the collections in the care of the museum
- Preventative and remedial conservation of the collections
- The use of and access to collections, within the limits of the museum's resources

Context

The museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care 2.0.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage or modify the buildings.

Personnel

Any concerns regarding the collections should be reported in writing to the Museum Manager.

The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

The museum will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out interventive treatment on objects.

The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

The Buildings

The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition. The museum's collection is stored and displayed in a purpose-built building, constructed as an extension to the existing Town Hall. For further details on the facilities please refer to the external buildings risk assessment found in the Museum Emergency Plan.

Ballymoney Borough Council is responsible for the upkeep of the building in which the collection is located. The Museum Manager will notify the Council's Head of Amenities about any remedial or maintenance work required.

The Collections

The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Conservation and Collection Care Plan and include:

- monitoring and improving environmental conditions including temperature, relative humidity, light and dust
- managing the threat from pests
- housekeeping
- conservation cleaning of objects on open display
- documentation of the condition of the collection and of any treatments carried out on objects
- storage materials and methods
- display materials and methods
- transport methods



**POLICY ON THE DOCUMENTATION OF
COLLECTIONS**

**To be approved: 3 June 2013
Review: April 2015**

1 INTRODUCTION

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

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

2 AIMS AND OBJECTIVES

2.1

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

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

Information relating to our collections is now entirely digitised. The majority of the collection has now been documented on the computerised database MODES. Parts of the collections that have not yet been added on Modes have computerised inventories which are easily accessible and are backed up on the system server. Over time and in a phased programme the remaining backlog will be addressed, whilst keeping up to date with the documentation of new acquisitions. In order to ensure that our current electronic system does not become obsolete, the museum will remain informed of technological advances and ensure the long term accessibility of the information held. Please refer to documentation plan for further details. Copies of documentation records are kept in a safe separate location.

2.2 We take a common-sense approach as to the level to which we document material. The majority of the collections will be documented to individual item level. However, for certain collections, such as bulk archaeological excavation material, it is neither feasible nor practical to document the material in this detail, and these items will be documented at group level. We therefore aim to have a basic 'inventory' record for all identified items and groups within the collection, whilst some items will be documented to a more detailed 'catalogue' level. These are defined below.

3. DEFINITIONS

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

- Inventory level: This includes sufficient key information to allow any object(s) in our care to be individually identified and verified. All accessioned items, loans inward and outward, and any other unaccessioned objects as appropriate are documented at this level.
- Catalogue level: This includes collections that merit further, more detailed, documentation, thus raising the standard of information to catalogue level. Such documentation will include the known history of a specimen, and references to any relevant publication etc.

4. ACCOUNTABILITY

4.1 Definition of accountability

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

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

4.2 Controlled access to sensitive information

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

4.3 Security against loss of irreplaceable collection information

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



ACCESS POLICY

APRIL 2013

To be approved 3 June 2013

Mission Statement

The mission of Ballymoney Museum ("the museum") is to collect and preserve material evidence which illustrates the environment, history, heritage and way of life in the Borough of Ballymoney ("the Borough") and to exhibit and interpret these collections for the benefit of the public.

Definition of access

Ballymoney Museum recognises there are many barriers to access at all levels of the museum service. However the museum believes that all people have a fundamental right to engage with, use and enjoy the service.

Access is something that is made possible when physical, cultural, social, financial, intellectual, psychological and emotional barriers are removed or reduced.

Commitment to accessibility

This policy has been written in line with Ballymoney Borough Council's Equality Policy which sets out the Council's commitment to fulfilling the statutory obligations in compliance with Section 75 and Schedule 9 of the Northern Ireland Act 1998.

Ballymoney Museum aims to:

- Provide the widest possible access to its collections and services to enable audiences from all sections of the community to enjoy their use.
- Build accessibility into everything it does to develop and improve the service. Its commitment is long term and its policy is to make continuous improvements as resources permit.
- Remain committed to ongoing training in access issues for staff and volunteers and work placements.

To eliminate barriers and ensure equality of access, the museum will consider the following forms of accessibility:

- Physical – to enable people with physical disabilities to reach and appreciate every part of the museum service. To take into account the needs of the elderly and of people caring for young people.
- Sensory – to enable visitors with impaired vision or hearing to enjoy the museum's buildings and collections
- Intellectual – it is recognised that people have different learning styles and the museum will provide interpretation in a range of learning styles. The museum will also aim to ensure people with learning difficulties can engage with and enjoy the museums and the collections.
- Cultural – to consider the needs of people for whom English is not a first language, or whose knowledge of English history and culture may be limited.

- Attitudinal / Emotional – to ensure the museum environment and museum staff are welcoming to visitors from all sections of the community. The museum will also aim to ensure the people of Ballymoney feel the museum is of significance to them.
- Financial – when reviewing charges for services and programming, the museum will take into account that ability to pay can be a barrier to access. The museum shop always stocks a range of low cost souvenirs.

Buildings

- Ballymoney Museum aims to provide equal access to buildings and facilities for all visitors and endeavour to keep all equipment and facilities in full working order.

Access to Collections

Ballymoney Museum will:

- Demonstrate commitment to increasing public access to the collections and information and to increasing knowledge and understanding of the Borough's cultural heritage.
- Provide varied means of access to the collections, including displays, handling sessions, publications and events.
- Offer web-based resources and access to staff in order to increase access to the collections not on display.
- Provide levels of information and interpretation to suit a range of audiences and abilities. It will ensure that the presentation and labelling of displays respects a diversity of background.

Access to Learning

- Ballymoney Museum will provide learning opportunities for different audiences and levels of ability and tailor the programme to the needs of specific groups.
- The museum will identify and develop partnerships with a range of educational and community organisations to ensure that activities continue to cater for the widest possible audiences.

Access to visitor services

- The front of house staff will assist and welcome all visitors. Enquiries regarding any aspect of the museum service will be dealt with in a timely and efficient manner.
- The comfort of visitors is considered important and the museum will provide, where possible, accessible toilets, baby changing facilities, access for pushchairs and seating in galleries.

- The museum will provide appropriate signage and navigational tools to suit a range of audiences.

Access to communication

- Ballymoney Museum will promote its activities and events using accessible means of communication and provide a range of ways in which people can communicate with us.



POLICY FOR VOLUNTEERS

To be approved: 3 June 2013

Review: April 2015



1 INTRODUCTION

Ballymoney Museum preserves material evidence which illustrates the environment, history, heritage and way of life in the Borough of Ballymoney and exhibits and interprets these collections for the benefit of the public.

The museum was established in 1860. Its diverse collections include rare finds from the Bronze and Medieval periods as well as exhibits associated with the political upheaval of the late 18th century and the United Irish Rebellion. The museum also holds a unique collection of artefacts and memorabilia associated with motorcycle road racing in Northern Ireland.

2 DEFINITION OF VOLUNTEER

In the context of Ballymoney Museum, a volunteer is anyone who, without recompense, performs an activity at the direction and on behalf of the museum. Volunteers may be involved in a range of activities.

3 BENEFITS OF VOLUNTEERS

Ballymoney Museum supports and encourages volunteer involvement within all its programmes and activities.

Volunteers are an important resource and make a vital contribution to the development and delivery of the museum service.

They may bring new skills and perspectives to the organization and can undertake activities that would not otherwise be carried out.

Volunteers may supplement the service provided by the museum and should not supplant the work of the employees. They will not be asked to carry out activities that may deprive employees of any component of their work or which would compromise staff career development or job satisfaction.

The museum understands that our relationship with our volunteers is one of mutual responsibility and commitment, within which Ballymoney Museum and the volunteer both have rights and responsibilities.

The museum intends that a volunteer will enjoy their role within the museum service and that the experience will enhance their personal development.

4 PURPOSE OF THE VOLUNTEER POLICY

The purpose of this policy document is to:

- Confirm the commitment of Ballymoney Museum to involving volunteers.
- Recognise the contribution volunteers make to Ballymoney Museum.
- Provide a basis for the expansion of volunteer involvement.
- Provide overall support, guidance and direction to staff and volunteers.
- Establish the values and standards of Ballymoney Museum in its involvement with volunteers.
- Ensure decisions are made fairly.
- Clarify volunteer rights and status.
- Clarify the roles of museum staff and volunteers.

- Help to ensure the ongoing quality of both the volunteering opportunities on offer and the activities carried out by volunteers.

This policy is not either implicitly or explicitly, a binding contractual or personal agreement. Ballymoney Museum reserves the right to change any aspect of the policy at any time after consultation with the relevant parties. This policy applies to all volunteer placements regardless of activity. Certain items may be altered if a volunteer is being placed by a sponsoring agency.

5 MANAGEING THE VOLUNTEER

The productive use of volunteers requires a planned and organised effort. Co-ordinating the work of the volunteer is the responsibility of the Museum Manager and duties will include:

- Effective volunteer deployment
- Identifying productive and creative volunteer roles
- Recruiting suitable volunteers
- Tracking and evaluating the contribution of volunteers to the organization.

6 BENEFITS TO THE VOLUNTEER

Each individual will benefit from the volunteers experience in different ways, for example:

- Social enjoyment of working with people who share a similar interest
- Satisfaction of contributing to the success of the museum
- Making the collection more accessible to the public
- Helping to make the museum a better place for visitors.
- To develop personal skills in museum practice.

Ballymoney Museum cannot guarantee paid employment to volunteers. The recruitment for positions in Ballymoney Museum is performed in accordance with Ballymoney Borough Council's Equal Opportunities Policy.

7 RECRUITMENT OF VOLUNTEERS

Ballymoney Museum facilitates volunteering in response to direct approaches rather than pro-active recruitment.

Volunteers shall be engaged without regard to gender, disability, age or race, sexual orientation, religious belief, political opinion or caring responsibilities, as qualified in the Council's Equal Opportunities Policy.

In the event that Ballymoney Museum proposes to actively recruit volunteers, the following principles will apply:

- a) Volunteers will be recruited from various sources, including:
- b) Word of mouth.
- c) Recruitment events and agencies.
- d) Adverts in the local press.
- e) Community groups in the Borough of Ballymoney.
- f) Criteria will be produced for each volunteer assignment.

- g) Each candidate will be asked to complete a standard application form and a confidential Equal Opportunity Monitoring Form (for statistical purposes only).
- h) Candidates shall be assigned volunteer tasks based on an informal interview conducted by the Museum Manager.
- i) References may be sought and in some cases checks will be required e.g. working with children, handling cash. Applicants who refuse background checks may be refused the opportunity to volunteer.
- j) Every effort will be made to place a volunteer in a position which is appropriate to their interests and abilities.
- k) No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met.
- l) A trial period will be agreed with the volunteer, the length of which will be at the discretion of the Museum Manager.

8 GUIDELINES

The following guidelines outline the arrangement between the volunteer and Ballymoney Museum. These terms are not a contract of employment. They refer to the responsibilities of Ballymoney Museum towards the volunteer and the role of a volunteer towards Ballymoney Museum.

8.1 CONDUCT

Volunteers will be expected to observe the Code of Conduct that applies to Council employees.

8.2 INDUCTION & TRAINING

A volunteer will receive a general induction covering the following:

- Housekeeping issues
- Health & safety
- Nature and purpose of the organization
- The status, operation, purposes and requirements of the volunteer's role.

A volunteer will receive specific training to provide them with the information and skills necessary to perform their assignment. The training and methods for delivery of such training should be appropriate to the complexity and demands of the assignment and the capabilities of the volunteer.

Volunteer placements will be under constant evaluation. An informal review of the placement will take place every six months. This will examine any problems or issues raised by the volunteer or Museum Manager. It will also be an opportunity for the volunteer to inquire about experience in other museum tasks and assignments. A written record may be kept of this review.

Ballymoney Museum will ensure volunteers have the necessary understanding of any risks to health and safety in the workplace. Volunteers will be informed of the identity of a competent person taking charge during an emergency. In addition, the volunteer will be made aware of the member of staff responsible for health & safety and first aid.

8.3 SUPERVISION

Each volunteer assigned to a task within the organization is supervised by the Museum Manager and continued guidance will be provided for the volunteer.

The Museum Manager shall be available to the volunteer for consultation and assistance. If, for whatever reason, the Museum Manager is temporarily unavailable, the Museum Officer should be appointed to undertake this role.

8.4 RECORDS

Records will be maintained on each volunteer, for example:

- Recruitment documentation.
- Dates of service.
- Tasks performed.
- Training records.
- Formal complaints.

Museum staff should submit all relevant information to the Museum Manager. A volunteer's personal records shall be accorded the strictest confidentiality in accordance with Data Protection legislation. Individuals will be able to access their own records.

8.5 AUTHORITY

A volunteer shall act wholly at the direction of the museum staff supervising them. They do not have the authority to represent Ballymoney Museum in any official capacity, nor are they authorised to bind it to any third party or make any commitment on the museum's behalf. Letters and other communications written by a volunteer in the course of their work must be signed by, and in the name of, a member of museum staff.

8.6 INSURANCE

All volunteers are covered by Ballymoney Borough Council insurance policies whilst they are on the premises or engaged in any work on behalf of Ballymoney Museum.

8.7 COMPLAINTS

If a volunteer has a complaint, they should discuss it with the Museum Manager. If the complaint is associated with the Museum Manager, the volunteer should discuss the complaint with the Museum Manager's line manager, the Cultural Services Officer.

If the Museum Manager has concerns about a volunteer's behaviour or their ability to carry out their assignment, they should discuss their concerns with the volunteer in the first instance.

All discussions should be documented and the volunteer should be informed of any action taken in writing.

If a volunteer is asked to leave, he/she will have the right to appeal to the line manager of the Museum Manager.

8.8 EXPENSES

All expenses incurred are the responsibility of the volunteer, except when incurred whilst carrying out museum activities as directed e.g. photocopying.

8.9 RESIGNATION

A volunteer can discontinue their commitment to Ballymoney Museum at any time. This information should be communicated to the Museum Manager.

8.10 EVALUATION

The Museum Manager, in consultation with the volunteer, will monitor and review this policy, and the procedures associated with it, on an annual basis and report back to the museum management. An annual evaluation of the use of volunteers by Ballymoney Museum will be used to inform the role of volunteer staff in the coming year.