

including wall text, labels, guides, gallery leaflets, digital, multimedia, audio and large print materials to a high standard.

- Ensure the museum is correctly resourced in terms of collections care equipment and materials, and that volunteers/staff have the equipment required to carry out their tasks.
- Undertake evaluation of exhibition activities through the deployment of a wide range of evaluation strategies and use the evaluation to improve service delivery and increase visitor numbers and customer satisfaction.
- Be responsible for high standards of written and verbal communication within the service where necessary.

**Areas not part of current role but have been delivered in 2025:**

Marketing and Communications

Grant fundraising

Learning and Participation

Partnership events – Big Draw, Newark Creates, Heritage Open Days, Newark Book Festival

Volunteer recruitment and training of new volunteers

Support of work experience placements

## 2.4 Outputs of the Role in 2025

- Visitor figures up 7%
- £8,702.48 external funding secured for the museum through grants and sponsorship
- New A boards
- New marketing and design in place
- Collections Care training for volunteers
- First partnership exhibition with Newark and Sherwood District Council – Robert Kiddey
- Five temporary exhibitions in the Spotlight Gallery
- Three new interpretation panels
- New labels in the Art Gallery
- Activities for young people in the Art Gallery
- Schools outreach project engaging 200 pupils at four local schools
- Shortlisted for Next Level Award by Museums Development Midlands 2025
- Delivered Newark Book Festival, Festival of Creativity, Heritage Open Days and Open Cell events
- All MODES records (c 1,600) have been updated with images previously held on system
- Updated Grab list in case of emergency completed
- 20% of loan agreements have been updated as gifts to the museum or new loan extension

## 2.5 Going Forward

As is detailed above, the role has developed and evolved beyond what may have been envisaged. As a consequence, to maintain the same activities and delivery the salary cost of an officer will be higher than what the Council presently spends.

A further paper is attached as Appendix 1 to this report, in the Exempt section of this Agenda.

<b>Background Papers:</b>	<b>Working papers</b>
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**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>EXCLUSION OF THE PRESS &amp; PUBLIC</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

- 1.1 That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the remainder of the meeting on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell    Tel: 01636 684 801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

