



Lichfield City Council

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Town Clerk: Christopher M Moulton

CM/JW/J1/2
16 March 2017

To: Members of the Johnson Birthplace Advisory Committee
Councillors R Awty, Mrs M Boyle, J Brooks, C Spruce, A Thompson and R Yardley

Representative of Johnson Society
Mr P Jones

Also to:
Joanne Wilson, Museums and Heritage Officer; Tony Briggs, Deputy Town Clerk

Dear Committee Member

Johnson Birthplace Advisory Committee

You are invited to attend a meeting of the Johnson Birthplace Advisory Committee to be held in Committee Room 1, Guildhall at **10.30am** on **Thursday, 23 March 2017**.

Yours sincerely

Christopher Moulton
Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES

To confirm as a correct record the Minutes of the Meeting held on 4 October 2016 (**copy enclosed**). [Minutes received and recommendations adopted by the Council on 24 October 2016].

3 FORWARD PLAN

To consider the updated Forward Plan 2017-2020 (**Appendix 1** attached)

This has been updated from the full Forward Plan 2015-2018 and contains only details of the key strategic aims for the Museum during the period.

RECOMMENDED: That the Forward Plan 2017-2020 be adopted.

4 MUSEUM ACCESS POLICY STATEMENT

To consider the Museum’s Access Policy Statement (**Appendix 2** attached), which is due for renewal and must be formally adopted by Council to uphold Accreditation standards.

RECOMMENDED: That the Access Policy Statement be adopted.

5 OPENING HOURS

The Museum currently operates with a winter and summer season, open from 10:30am – 4:30pm from 1 April – 30 September; and 11:00am - 3.30pm from 1 October – 31 March. However, tourist numbers are still high in the city in October and March and the Birthplace attendants are increasingly turning visitors away at 3.30pm, or delaying closure to accommodate latecomers. Opening hours have not changed since the early 2000’s and visitor numbers, and the number of events and activities at the Museum, have grown considerably since this time.

A shorter winter season (November – February) would incur minimal additional staffing costs. A trial of opening 10.30am-4.30pm in October and March could be carried out ahead of any changes to signage and publicity literature, and records kept of additional visitors and income.

RECOMMENDED: That a trial of extended summer opening hours be carried out in October 2017 and March 2018.

6 REDEVELOPMENT PROJECT UPDATE

Further to the October 2016 meeting of the Committee, the recommendation that a budget of £5,000 for the appointment of a consultant to review the Museum was adopted by Council and provision made in the 2017/18 budget. A brief has been prepared to send to a selection of recommended museums consultants to tender, with a view to work being completed over the summer and a report be available for discussion at the next meeting of this committee.

RECOMMENDED: That the report be noted.

7 DATE AND TIME OF NEXT MEETING

In the Calendar of Meetings as 10.30am on Tuesday, 3 October 2017.

8 ANY OTHER URGENT OR NECESSARY BUSINESS AT THE DISCRETION OF THE CHAIRMAN

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