

Individual Decisions

The attached reports will be taken as an
Individual Portfolio Member Decisions on:

14 February 2008

Ref:	Title	Portfolio Member	Page No.
ID1565	West Berkshire Forward Plan – March 2008 to June 2008	Councillor Graham Jones	3
ID1578	Acquisition and Disposal Policy (West Berkshire Museum)	Councillor Marcus Franks	13

Individual Decision

Title of Report:	West Berkshire Forward Plan – March 2008 to June 2008		
Report to be considered by:	Leader of Council	on:	14 February 2008
Forward Plan Ref:	ID1565		

Purpose of Report:

To advise Members of items to be considered by West Berkshire Council over the next 4 months.

Recommended Action:

That the Leader of the Council agrees and where appropriate amend the West Berkshire Council Forward Plan.

Reason for decision to be taken:

It is a statutory requirement that a Forward Plan be produced.

List of other options considered:

N/A

Key background documentation:

None

Portfolio Member:	Councillor Graham Jones
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Supporting Information

1. Background

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to make over the next 4 months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Overview and Scrutiny Committee.
- 1.2 As part of the continuing development of the Forward Plan we have now incorporated all Plans and Policies which are required to be approved by the Council under the Constitution. These items have been linked to the appropriate meetings of the Executive and Overview and Scrutiny Committee.

Appendices

Appendix A – Executive Forward Plan – March 2008 to June 2008

Implications

Policy: As set out in the report

Financial: There are no financial implications for the Council

Consultation Responses

Members:

Leader of Council: Leader of the Council

**Overview & Scrutiny
Commission Chairman:** OSC Chairman

Ward Members: N/a

Opposition Spokesperson: Opposition Leader

**Policy Development
Commission Chairman:** N/a

Local Stakeholders: The West Berkshire Council Forward Plan will be published the first working day after the Individual Decision is signed.

Officers Consulted: Nick Carter, John Ashworth, Margaret Goldie, Teresa Bell, Group Executives and there has been widespread consultation with senior managers across the Authority on the content of the Forward Plan. Given its rolling nature this consultation will be ongoing.

Trade Union: Not sought

Is this item subject to call-in.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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West Berkshire Council Forward Plan



West Berkshire Council Forward Plan

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Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
March 2008									
EX1585	Changes to Adult and Community Learning 2008/09 <i>To make a decision about changes to the provision and free concessions.</i>	EX	06/03/08 EX	Children and Young People	Moyra Blake	Councillor Barbara Alexander		27/02/08	
C1392	Capital Strategy and Programme <i>To present the Capital Strategy and Programme.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker/ Andy Green	Councillor Laszlo Zverko		06/02/08 22/02/08	
EX1542	Accommodation Update <i>To update Members on the progress in respect to accommodation.</i>	EX	06/03/08 EX	Chief Executive	Martyn Powers	Councillor Graham Jones		16/01/08	
ID1549	30mph, Speed Limit, Eastbury <i>To advise Members of the results of the Statutory Consultation on the proposal to introduce a 30mph speed limit and to seek approval of Officer recommendations</i>	ID	03/03/08	Environment	Andrew Garratt	Councillor Keith Chopping		29/02/08	
ID1328	Newbury Parking Study - Zone W1 Review <i>To advise Members of results of statutory and public consultation to introduce and amend the existing waiting restrictions within Zone W1 of the Newbury Parking Strategy and to seek approval of Officer recommendations.</i>	ID	03/03/08	Environment	Andrew Garrett	Councillor Keith Chopping		29/02/08	Moved from October 2007
ID1366	West Berkshire Forward Plan - April 2008 to July 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	13/03/08	Chief Executive	Moira Fraser	Councillor Graham Jones		05/03/08	

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact:
David Cook – Tel: 01635 519475 e-mail: dcook@westberks.gov.uk in Policy & Communication to confirm the contents of any agenda before attending a meeting.

EXECUTIVE DECISIONS MAY BE TAKEN BY THE EXECUTIVE ACTING AS A COLLECTIVE BODY OR BY OFFICERS ACTING UNDER DELEGATED POWERS.

West Berkshire Council Forward Plan

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Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
ID1577	Living Lanscape Partnership Project <i>To seek agreement to enter into partnership with Berks, Bucks and Oxon Wildlife Trust (BBOWT) to manage biodiversity area.</i>	ID	26/02/08	Environment	Paul Hendry	Councillor Geoff Findlay		06/03/08	
EX1527	Scrutiny Review of Flooding <i>To consider the recommendations from OSC</i>	EX	06/03/08 EX	Environment	John Ashworth	Councillor Geoff Findlay		27/02/08	Scrutiny report from David Lowe
EX1544	Management Review of Health and Safety <i>To update the Executive on the conclusions drawn from the recent staff consultation exercise on the proposed new Health and Safety structure.</i>	EX	06/03/08 EX	Chief Executive	Nick Carter	Councillor Anthony Stansfeld	Yes	27/02/08	
EX1543	Management Review of Policy and Communication <i>To update the Executive on the conclusions drawn from the recent staff consultation exercise on the proposed new Policy and Communications structure.</i>	EX	06/03/08 EX	Chief Executive	Nick Carter	Councillor Anthony Stansfeld	Yes	27/02/08	
EX1568	Revenues Staffing Structure <i>To approve changes to the staffing structure.</i>	EX	06/03/08 EX	Chief Executive	Steve Duffin	Councillor Laszlo Zverko		27/02/08	
EX1384	Budget Monitoring 2007/08 - Quarter 3 <i>To update Members on the budget monitoring position.</i>	EX	06/03/08 EX	Chief Executive	Simon Freeman	Councillor Laszlo Zverko		27/02/08	
EX1385	Establishment Monitoring - Quarter 3 of 2007/08 <i>To update Members on staffing levels across the Council.</i>	EX	06/03/08 EX	Chief Executive	Rob O' Reilly	Councillor Anthony Stansfeld		27/02/08	
EX1389	Performance Monitoring - Quarter 3 <i>To outline performance levels across the Council and to consider, where appropriate, the remedial action that is required.</i>	EX	06/03/08 EX	Chief Executive	David Baker	Councillor Graham Jones		27/02/08	

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Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1388	Capital Programme Monitoring - Q3 2007/08 <i>To report the progress on the Capital Programme for the third quarter of 2007/08.</i>	EX	06/03/08 EX	Chief Executive	Andy Walker	Councillor Laszlo Zverko		27/02/08	
C1394	Council Plan <i>To present the Council Plan.</i>	C	04/03/08 C	Chief Executive	Andy Day	Councillor Graham Jones		22/02/08	
C1580	Review of the Constitution <i>To consider any proposed changes to the Constitution.</i>	C	04/03/08 C	Chief Executive	David Holling	Councillor Graham Jones		22/02/08	
C1391	Annual Revenue Budget 2008/09 <i>To approve the Annual Revenue Budget 2008/09.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker	Councillor Laszlo Zverko		06/02/08 22/02/08	
C1393	Local Government Act 2003- Borrowing Limits and Annual Investment Strategy 2008/09 <i>In compliance with the Local Government Act 2003, this report summarises the Council's borrowing limits as set out by CIPFA's Prudential Code, and recommends the Annual Investment Strategy for the coming year.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker	Councillor Laszlo Zverko		06/02/08 22/02/08	
C1575	Medium Term Financial Strategy Refresh <i>To refresh the MTFS</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker	Councillor Laszlo Zverko		06/02/08 22/02/08	
C1569	Member Development Strategy 2006-2009 - Update <i>To provide an update on the Member Development Strategy 2006-2009.</i>	C	04/03/08 C 04/02/08	Chief Executive	Jo Watt	Councillor Anthony Stansfeld		22/02/08	
C1390	Sustainable Community Refresh <i>To present the Community Plan.</i>	C	04/03/08 C	Chief Executive	Mark Harris	Councillor Graham Jones		22/02/08	

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Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1581	Flexible Loan Scheme <i>To seek approval to participate in the flexible loan scheme</i>	EX	06/03/08 EX	Community Services	Mel Brain	Councillor Marcus Franks		27/02/08	
EX1574	Berkshire Strategic Housing Market Assessment <i>To inform Members of the outcomes of a strategic piece of research into the housing needs and to seek approval to progress, in partnership with the other Berkshire Authorities, the recommendations contained within the research report.</i>	EX	06/03/08 EX	Community Services	Mel Brain	Councillor Marcus Franks		27/02/08	
EX1555	Leisure Procurement - Stage 2 <i>To highlight the remaining issues that will need to be resolved in order to extend the new leisure management contract to cover the four "non core sites".</i>	EX	06/03/08 EX	Community Services	David Appleton	Councillor Marcus Franks		27/02/08	
EX1573	Thames Valley West Key Worker Strategy <i>To inform Members of the outcomes of a strategic piece of research into the housing needs of key workers and to seek approval to progress, in partnership with the other Berkshire Authorities, the recommendations contained within the research report.</i>	EX	06/03/08 EX	Community Services	Mel Brain	Councillor Marcus Franks		27/02/08	
EX1572	Approval for Funding for a Potential Efficiency of the Service Premature Retirement Decision by the Personnel Committee <i>The Personnel Committee can only make the decision on granting premature retirement if funding is agreed in advance by the Executive.</i>	EX	06/03/08 EX	Children and Young People	Robert O' Reilly	Councillor Barbara Alexander		27/02/08	

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EX1541	Housing and Council Tax Benefits <i>To allow the Executive to note the Safer, Stronger and Sustainable Communities Policy Development Commission's recommendations following a review on progress made within the Housing and Council Tax Benefits Service</i>	EX	06/03/08 EX	Chief Executive	Joanna Richardson	Councillor Marcus Franks		27/02/08	
EX1532	Traffic Management and Road Safety Works Programme for 2008/09 <i>To seek approval of the Traffic Management and Road Safety Programme 2008/09.</i>	EX	06/03/08 EX	Environment	Andrew Garratt	Councillor Keith Chopping		22/02/08	
EX1533	School Safety Project Programme <i>To seek approval of the School Safety Project Programme.</i>	EX	06/03/08 EX	Environment	Andrew Garratt	Councillor Keith Chopping		27/02/08	
April 2008									
EX1386	Risk Management Strategy <i>To present the Council's Risk Management Strategy.</i>	EX	17/04/08 EX	Chief Executive	Ian Priestley	Councillor Anthony Stansfeld		09/04/08	
EX1553	Office in the East of District <i>To consider future accommodation needs for the Eastern Locality Team and Care Management Team.</i>	EX	17/04/08 EX	Chief Executive	Amanda Dennis	Councillor Graham Jones		09/04/08	
EX1387	Strategic Risk Register <i>To approve the Council's Strategic Risk Register.</i>	EX	17/04/08 EX	Chief Executive	Ian Priestley	Councillor Anthony Stansfeld		09/04/08	
EX1528	Scrutiny Review of Neighbourhood Action Groups <i>To consider the recommendations from OSC</i>	EX	17/04/08 EX	Chief Executive	Jo Naylor	Councillor Emma Webster		09/04/08	delayed due to rescheduling on OSC agenda

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Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1539	Proposed 20mph Speed Limit Outside Schools in West Berksire	EX	17/04/2008 EX	Chief Executive	Joanna Richardson/ Mark Edwards	Councillor Keith Chopping		09/04/08	
EX1582	Partnership Strategic Assessment and Partnership Plan <i>To provide information on the development of the Partnership Strategic Assessment and Partnership Plan 2008/09</i>	EX	17/04/08 EX	Chief Executive	Susan Powell	Councillor Emma Webster		09/04/08	
EX1589	HCOP PDC Review of Eligibility Criteria <i>To advise the Executive of the outcomes of the HCOP PDC review of eligibility criteria.</i>	EX	17/04/08 EX	Chief Executive	Jessica Broom	Councillor Joe Mooney		09/04/08	
ID1367	West Berkshire Forward Plan - May 2008 to August 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/04/08	Chief Executive	Moira Fraser	Councillor Graham Jones		09/04/08	
EX1397	Annual Satisfaction Survey <i>To inform Members of the opinions of residents of West Berkshire with regard to their quality of life and the services they receive from the Council.</i>	EX	17/04/08 EX	Chief Executive	Jessica Broom	Councillor Graham Jones		09/04/08	
EX1505	Home to School and College Transport Policy 2009-10 <i>To go out to consultation</i>	EX	17/04/08 EX	Children and Young People	Malcolm Berry	Councillor Barbara Alexander		09/04/08	
EX1396	School Term Dates for 2009/10, 2010/11, 2011/2012 <i>To advise the Executive of the proposed term dates for West Berkshire Schools and to seek approval for the 2009/10 term dates and the provisional dates for 2010-11 and 2011-2012.</i>	EX	17/04/08 EX	Children and Young People	Jeanne Lapsley	Councillor Barbara Alexander		09/04/08	
May 2008									

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West Berkshire Council Forward Plan

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Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
ID1556	West Berkshire Forward Plan - June 2008 - September 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/05/08	Chief Executive	Moira Fraser	Leader of the Council		08/05/08	
EX1552	Youth Justice Plan - 2008-09 <i>For approval</i>	EX	29/05/08 EX	Children and Young People	Davy Pearson	Executive Member CYP		21/05/08	delayed at officers' request
EX1425	Gypsy and Traveller Policy <i>To provide a new policy for Gypsies and Travellers in West Berkshire</i>	EX	29/05/08	Environment	Bill Jennison	Executive Member E&PP		21/05/08	Moved from August Executive
EX1551	Youth Service Review <i>To consider the recommendations made in the report on the review of the Youth Service.</i>	EX	29/05/08 EX	Children and Young People	Mark Vernon	Executive Member CYP		21/05/08	
EX1382	Priority Outcomes for the LAA <i>To seek approval for the 2008/09 refresh of the Local Area Agreement.</i>	EX	29/05/08 EX	Chief Executive	Andy Day	Leader of the Council		21/05/08	
June 2008									
ID1557	West Berkshire Forward Plan - July 2008 - October 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/06/08	Chief Executive	Moira Fraser	Leader of the Council		05/06/08	
EX1395	Home to School Transport <i>To determine a Home to School Transport Policy for the 2008/09 Academic Year.</i>	EX	12/06/08	Children and Young People	Malcolm Berry	Executive Member CYP		05/06/08	

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EXECUTIVE DECISIONS MAY BE TAKEN BY THE EXECUTIVE ACTING AS A COLLECTIVE BODY OR BY OFFICERS ACTING UNDER DELEGATED POWERS.

Title of Report:	Acquisition and Disposal Policy (West Berkshire Museum)		
Report to be considered by:	Councillor Marcus Franks	on:	14th February 2008
Forward Plan Ref:	ID1578		

Purpose of Report: To inform the Executive Member for Leisure, Culture and Housing of the latest version of West Berkshire Museum's Acquisition and Disposal Policy, and to seek approval of the policy in order to meet the requirements of the Museum Accreditation Scheme administered by the Museums, Libraries and Archives Council (MLA).

Recommended Action: That the Executive member resolves to approve the policy.

Reason for decision to be taken: To meet the requirements of the Museum Accreditation Scheme, namely 4.1.1 *A copy of the museum's Acquisition and Disposal Policy meeting the Accreditation Standard must be provided, together with evidence that it has been formally approved by the museum's governing body in the form of a dated committee minute signed by a properly authorised person. Where the structure of the governing body (eg a Cabinet style of local government) does not permit this, evidence must be provided that the policy has been approved under delegated powers.*

List of other options considered: None

Key background documentation:

- Accreditation Standard: The Accreditation Scheme for Museums in the United Kingdom (MLA, 2004)

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1. Background

- 1.1 West Berkshire Museum has enjoyed Full Registration status with Re:Source, the Council for Museums, Archives and Libraries (predecessor of MLA) since September 2001. Registration was introduced in 1988 as a national scheme of minimum professional standards. Periodically all museums must reapply for Registration to ensure that those standards are being maintained. West Berkshire Museum last reapplied in 2005.
- 1.2. The scheme was revised in 2004 to ensure its continuing relevance to museums and their users. The new name of the scheme is The Accreditation Scheme for Museums in the United Kingdom (henceforth referred to as Accreditation). West Berkshire Museum became eligible to apply for Accreditation in 2007. The application is now being considered, and will be placed before the Panel in February 2008.
- 1.3. An Acquisition and Disposal Policy defining a museum's collecting interests and regulating the means by which any disposal may take place is an essential requirement of Accreditation and must be accompanied by a signed committee minute, or by evidence that the policy has been approved under delegated powers.
- 1.4. This Acquisition and Disposal Policy describes the existing collections, defines the areas of collecting and outlines the constraints within which collecting will take place. It also outlines the disposal of any objects in the museum's collections.

2. General Principles

- 2.1. The Acquisition and Disposal Policy will be reviewed at least once every five years. **This policy will be reviewed in or before April 2010.** Elements of this policy will be worked on between now and March 2009 (eg Handling Collection, Archaeological Archives, Numismatics, Social History). MLA will be notified of any changes to this policy between now and April 2010.
- 2.2. All material accepted for the museum's collections will be accessioned and catalogued as soon as practicable after acquisition. Material which cannot be adequately conserved or housed will not be accepted.
- 2.3. The implications of the museum redevelopment have been noted throughout the Acquisition and Disposal Policy. There is a presumption against collecting material which will require specialist housing pending the resolution of current storage and display problems.
- 2.4. The Acquisition and Disposal Policy follows the guidelines laid down by the MLA for Accreditation and by the following:
 - The Museum's Association Code of Ethics
 - The Department for Culture, Media and Sport's Guidance for the Care of Human Remains in Museums
 - The MLA's Code of Practice on Archives for Museums and Galleries

3. Nature of the Existing Collections

- 3.1. The collections comprise some 100,000 objects or groups of objects ranging from archaeology to zoology. The collections described in the policy are listed below:
 - (1) Archaeology
 - (a) Local Archaeology, including Archaeological Archives
 - (b) British Archaeology

- (c) Foreign Archaeology
- (d) Numismatics
- (2) Fine Art
 - (a) Oil paintings
 - (b) Watercolours
 - (c) Drawings
 - (d) Prints
 - (e) Miniatures, silhouettes, sketchbooks, etc
- (3) Decorative Art
 - (a) Ceramics
 - (b) Metalwork
 - (c) Woodwork & Furniture
 - (d) Jewellery
 - (e) Horology
- (4) Costume & Textile
- (5) Photograph
- (6) Archive & Ephemera.
- (7) Natural History
- (8) Geology
- (9) Trade & Industry
- (10) Militaria
- (11) Numismatics
- (12) Social History
- (13) Personalia
- (14) Named Collections
- (15) Handling Collection

4. Collecting Area

- 4.1. As a general rule, the area in which West Berkshire Museum collects objects or information is the area of West Berkshire Council (ie the 63 parishes comprising West Berkshire).
- 4.2. Historically the museum's collections were derived from other areas, including adjoining parishes in Hampshire, Wilshire and Oxfordshire. Acquisitions from outside West Berkshire will be considered where they augment or complement existing collections by early collectors, or their acquisition does not infringe other registered museums' collecting policies.

5. Acquisition Objectives

- 5.1. The Acquisition and Disposal Policy describes the acquisition objectives for each collection. The majority of collections carry a restriction on collecting until the resolution of on-site and off-site storage problems.

6. Recommendation

- 6.1. That the Executive Member resolves to approve the Acquisition and Disposal Policy.

Appendix

Appendix A – Acquisition and Disposal Policy (West Berkshire Museum)

Implications

Policy:	None arising from this policy
Financial:	None arising from this policy
Personnel:	None arising from this policy
Legal:	None arising from this policy
Environmental:	None arising from this policy
Equalities:	None arising from this policy
Partnering:	None arising from this policy
Property:	None arising from this policy
Risk Management:	None arising from this policy
Community Safety:	None arising from this policy

Consultation Responses

Members:

Leader of Council: Cllr Graham Jones

**Overview & Scrutiny
Commission Chairman:** Cllr Brian Bedwell

**Policy Development
Commission Chairman:** Cllr Irene Neill

Ward Members: Not applicable

**Opposition
Spokesperson:** Cllr Julian Swift-Hook

Local Stakeholders: The policy has been sent to museums and organisations whose acquisition objectives coincide with those of West Berkshire Museum (eg Museum of English Rural Life – agriculture; Vale and Downland Museum – pre-1974 Berkshire; Reading Museum – parishes forming the western conurbation of Reading which now form the eastern part of West Berkshire).

Officers Consulted:

- Amanda Loaring, Heritage and Tourism Manager
- Duncan Coe, Archaeology Officer
- Marion Budgett, Assistant Curator (Operations)
- Jennie Currie, Senior Museum Assistant

Trade Union: Not applicable

Is this item subject to call-in.	Yes: X	No: <input type="checkbox"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input type="checkbox"/></p> <p>Considered or reviewed by OSC or associated Task Groups within preceding 6 months <input type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p>		



Acquisition & Disposal Policy

West Berkshire Museum

Acquisition and Disposal Policy

Museum:

West Berkshire Museum

Governing Body:

West Berkshire Council

Date approved by governing body:

Date at which policy due for review:

April 2010

Acquisition & Disposal Policy

West Berkshire Museum

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1. Introduction

This statement of the collecting policy for West Berkshire Museum is a revision of that approved by the Recreation and Culture Committee of Newbury District Council on 2nd December 1997. This document is intended to meet the needs of the Museums Libraries and Archives' [MLA] Accreditation Scheme. It will also provide staff and volunteers with an agreed framework within which they can operate. Copies are available for the public, especially potential donors, so that the agreed scope of the collections can be seen. A *Guidelines for Donors* leaflet is also available; this highlights the objects keenly sought by the Museum.

The policy will remain in force until April 2010 before it is re-examined and a revised statement considered by the governing body. The policy set out in this document should not prevent the Museum acquiring objects that fall outside its scope. However, this would be proposed only in exceptional circumstances such as the offer or bequest of a significant collection and after the interests of other Museums had been considered. The Museum will notify MLA of any revisions made to this policy between the time of writing and April 2010, excluding any changes made to the sections entitled 'Access to the Collection'.

Between now and April 2010 the Museum has the following plans and obligations:

1. Minor changes to existing galleries to make better use of space, as well as to improve access to the collections.
2. The loan of objects to Shaw House - a Grade I Elizabethan house owned by West Berkshire Council, managed by West Berkshire Heritage Service (of which the Museum Service is a component) and used by the Heritage Service, Civil Registrar, Education, etc. The property has been the subject of a major restoration and refurbishment project part-funded by the Heritage Lottery Fund. West Berkshire Heritage Service has full use of a permanent and a temporary exhibition space, as well as an education room. Objects from the Museum's collections will be required for those areas, subject to physical and environmental security, and adherence to the collections management standards maintained by the Museum.
3. A Museum development project is in progress and an application for a project planning grant is being submitted to HLF in early August 2007. This intends to consolidate the existing buildings on the Wharf, and to create a 'resource centre' for storage and access to reserve collections. During its lifespan (2005-2012) the Museum is likely to move objects, although developments are unlikely to take place during the period of this policy. Active collecting will be strictly limited until the production and adoption of Conservation Management Plans covering the Museum's collections and historic buildings. [See Section 5 - Limitations on Collecting.]
4. It is intended that this policy will remain in force following any reorganisation of local government during the period it covers. Any changes of name of the authority or Museum service shall be made to this policy without the need for referral to the governing body. It will be open to any new authority to amend the policy if it so chooses.

2. Background & Early Days

The nucleus of the collections was acquired from Newbury's Literary & Scientific Institution, founded in 1843 by the 2nd Earl of Carnarvon of Highclere Castle, Dr Silas Palmer, Dr Joseph Bunny and other local worthies. It began in a room in Speenhamland, later moving to premises in Bartholomew Street known as the Guildhall. A photograph exists of the library/lecture room showing cases of stuffed animals on the walls. In the early 1860s the Institution purchased a house on the west side of Northbrook Street where one room was set aside to be used as a Museum. Joseph Vines was the first curator, to be followed by James White Roake. The final curator was Dr Montagu Palmer, son of one of the founder members of the Institution - Dr Silas Palmer. His death in the early 1890s coincided with the decline and final closure of the Institution.

In October 1898 an auction of 'Dr Palmer's Collection' (300 lots) took place in the Corn Exchange, Market Place, Newbury. Mr Brooks of Marlborough acquired some of the archaeology, a few items of which later found their way into the Museum's collection (probably by purchase). At least six watercolours by the late Mrs Frances Everett were purchased at the auction; these were referred to by the Newbury Weekly News in an article entitled 'Re-opening of the Old Cloth Hall':

The Local Loan Committee ... Mr Money, Mr Watts, and Councillor Lewendon 'curator of the Museum' have ... laboured ... to bring together in the Cloth Hall a collection of interesting antiquities ... (including)... watercolour drawings by the late Mrs Everett. (6th November 1902)

It had been provided at the foundation of the Literary & Scientific Institution that, in the event of its ceasing to exist, all property held by the Institution would be handed over to the Borough Council for educational purposes. The problem of where to house the collection was perhaps conveniently settled for the Borough Council by a happy coincidence. Early in the 20th century, John Rankin - when mayor of Newbury - was instrumental in the purchase of the Old Cloth Hall. In 1902 it was restored at a cost of £2,100 raised by public subscription in memory of Queen Victoria, and adapted to be used as the town Museum. In 1902/3 it was handed over to the Borough Council who had decided to use it as a 'Museum of Antiquities and Natural Curiosities'. That same year the Museums Act of 1891 was adopted. This enabled the Borough Council to raise a halfpenny rate for its support.

Dr Montagu Humphrey Palmer (son of Dr Montagu Palmer) became the first curator of the new Museum. His untimely death in April 1904 - just six months before the official opening - led to Frank Comyns assuming the rôle. [There is some confusion about dates. Dr Montagu Palmer (the younger) was the first curator, although he never presided over an operational Museum. However, the Newbury Weekly News refers to Cllr Lewendon as 'curator of the Museum' in an article dated 6th November 1903. Does this title belong to the Museum of the Literary & Scientific Institution? Cllr Lewendon became the third curator of the new Museum - in 1906.]

The Cloth Hall was built in 1626/7 by Richard Emmes of Speenhamland for the Newbury Corporation as a cloth factory. Originally part of a larger range of buildings with a courtyard in the centre, the building was subsequently used as a workhouse, hospital and school. In 1829 the Corporation converted it into a row of grain stores to augment the 18th century Granary and adjacent building already used as such. Between 1902 and 1904 the Cloth Hall was acquired, refurbished and converted into a Museum of two galleries and an attic. On 26th October 1904 the Museum was officially opened by Cllr John Rankin, still mayor of Newbury.

In 1908 Harold J E Peake - a well-known anthropologist and pre-historian - became involved with the Museum; the following year he took over from Cllr Lewendon as

Curator - an honorary post he held until 1946. He was succeeded by Harold Coghlan, a renowned metallurgist. During Mr Coghlan's curatorship (1946-1978), he disposed of the catalogue of the Literary & Scientific Institution because he could no longer link objects with their catalogue entries. Apparently during Mr Peake's curatorship a team of helpers had washed off the original accession numbers, thus losing the link between object and catalogue. Also during Mr Coghlan's curatorship a number of original index cards were disposed of, along with some objects; no records were kept of these disposals.

In 1974 following government re-organisation, the Museum became Newbury District Museum. In 1978 the first professional curator was appointed; since that time collections management has followed recognised and approved practice. In 1998 the collections were transferred to the newly-created unitary authority - West Berkshire Council - and the Newbury District Museum was renamed West Berkshire Museum. Since 1904 the defined area has steadily increased from Newbury to the 63 parishes comprising West Berkshire. Archaeology, Natural History and Geology represent the district, but the remainder of the collections remain Newbury-centric.

Please see the **Documentation Procedural Manual** for a fuller account of early collections and documentation.

3. Collections, arranged according to 'type' or 'theme'

3.1. ARCHAEOLOGY

3.1.1. Collecting Policy

West Berkshire Museum collects archaeological and photographic material which reflects the existence and industry of human beings in West Berkshire from the Palaeolithic period to the Second World War. Post Mediæval objects (other than coins) which have not been collected as part of fieldwork activities are included within their relevant collections.

The material may be in the form of private collections, stray finds, or archives from fieldwork.

Fieldwork may be led by the West Berkshire Heritage Service, or be by or under the ægis of archaeological units, universities, local societies, or other relevant societies. In all instances, every effort will be made to maintain the integrity of the full archive offered to WBM, and to obtain transfer of title. The acceptance of archaeological archives is governed by a set of procedures outlining their deposition. [See the separate policy entitled **West Berkshire Archaeological Archives: Process & Practice.**]

3.1.2. Existing Collection

The collection is divided into four main groups:

1. Local Archaeology, including Archaeological Archives
2. British Archaeology
3. Foreign Archaeology
4. Numismatics

3.1.2.1. LOCAL ARCHAEOLOGY

A large collection of objects from the Palaeolithic period to the Post Mediæval period in West Berkshire, although a quantity come from parts of pre-1974 Berkshire which are now in South Oxfordshire, as well as from sites in North Hampshire and West Wiltshire (parishes abutting West Berkshire's boundaries). The collection includes human remains.

Amongst the collection is material of regional and national interest and importance, especially Mesolithic material from the Kennet Valley. The Anglo-Saxon material from East Shefford first discovered in 1890 and re-visited in 1912 is also very highly regarded. The recently acquired Crow Down Hoard - a group of five gold armlets from the late Bronze Age discovered by a metal detectorist in the parish of Lambourn - is reckoned to be amongst the best of its kind in the region.

Since 1998 West Berkshire Museum has been the official repository for archives resulting from fieldwork carried out by authorised and/or approved archaeological fieldworkers in West Berkshire. The archives comprise textual reports, usually with photographic evidence, and often with finds. At the time of writing, the Museum has assigned accession numbers to 382 archaeological archives, of which 245 have been received. These amount to approx 300 boxes of textual and photographic material (stored in the Museum) and 750 boxes of finds (stored off-site).

3.1.2.2. BRITISH ARCHAEOLOGY

A small collection of objects acquired primarily in the first half of the 20th Century at a time when Museums wanted to describe and depict general pre-history for the information and interest of their local visitors.

3.1.2.3. FOREIGN ARCHAEOLOGY

A small collection comprising:

- Objects acquired by Harold Peake, Honorary Curator of Newbury Museum 1909-1946, during trips to Egypt, Greece, et cætera. His main aim was to acquire material to fill gaps in contemporary Museum displays.
- Objects acquired in the early 20th Century by gift and/or loan from the 5th Earl of Carnarvon and other eminent Egyptologists. The majority of these objects are of national significance.

3.1.2.4. NUMISMATICS

Coins are included within the Archaeology Collection because the majority of them have come from beneath the ground. [Tokens, medals and medallions are placed within the Numismatics sub-file of the Art Collection.]

A large collection comprising approx 900 Roman coins (including three hoards) and 450 British coins (including one Mediæval hoard and two Post Mediæval hoards).

3.1.3. Future Collecting

3.1.3.1. PHOTOGRAPHIC MATERIAL

West Berkshire Museum seeks to acquire the following:

- Aerial views of West Berkshire.
- Views of all archaeological sites, excavated material, people engaged upon fieldwork, and people/buildings associated with archaeological sites.

3.1.3.2. LOCAL ARCHAEOLOGY

West Berkshire Museum seeks to acquire the following:

- Metals: Bronze Age, Iron Age, Roman, Saxon and Mediæval metals, especially horse harness, weapons, tools and personal accoutrements (eg clothing fastenings and adornments; jewellery; personal equipment) throughout the Collecting Area.
- Ceramics: domestic and funerary vessels from every period throughout the Collecting Area.
- Glass: domestic vessels and architectural elements from Roman to Post Mediæval throughout the Collecting Area.
- Stone: weapons, tools and ornaments from the Neolithic period throughout the Collecting Area; flint and other deposits along the Kennet Valley from the Mesolithic period.
- Wood:
- Textiles: Roman, Saxon, Mediæval and Post Mediæval textiles, and associated tools and equipment throughout the Collecting Area.
- Human remains: The bodies and parts of bodies of once living people from the species *Homo sapiens* (defined as individuals who fall within the range of anatomical forms known today and in the recent past) from Palæolithic to Mediæval throughout the Collecting Area. It will be governed by *Guidance for the Care of Human Remains in Museums* published in 2005 by the Department for Culture, Media and Sport.

West Berkshire Museum will acquire the above archaeological material only when staff are reasonably sure that they are given the true provenance of the objects and that they can acquire a legal title.

Although West Berkshire Museum may not seek to acquire all objects found within the Collecting Area, it does seek to acquire information about the site and nature of those objects. That information will be passed for inclusion in the database of West Berkshire's Historic Environment Record.

West Berkshire Museum will continue to be the appropriate place of deposit for archaeological archives derived from fieldwork carried out by approved archaeological units within the Collecting Area. During the period of this policy, the Procedures for the Notification of Fieldwork and the Transfer of Archives will be reviewed and revised. Generally the main sources of material in the future seem likely to arise from excavations carried out in advance of redevelopment. Such material would normally be accompanied by money to offset the costs of storage and other post-excavation work, although a financial arrangement has yet to be implemented. This assumes that West Berkshire Museum has the space to accommodate such material. West Berkshire Museum is re-examining its 1997 stance on archaeological archives. It is possible - even probable - that the Museum will bring in stricter guidelines for deposits. In particular, the previous wholesale acceptance of every object from every archaeological investigation instigated by the Planning Department of West Berkshire Council is unlikely to continue.

West Berkshire Museum will be the appropriate place of deposit for archaeological archives derived from work carried out by or on behalf of West Berkshire Council.

3.1.3.3. BRITISH ARCHAEOLOGY

West Berkshire Museum will not seek to acquire objects outside West Berkshire, unless:

- they augment and complement existing collections by local collectors (in particular Harold J E Peake, Osbert G S Crawford and Harold H Coghlan)
- their acquisition does not infringe other registered Museums' collecting policies

3.1.3.4. FOREIGN ARCHAEOLOGY

West Berkshire Museum will not seek to acquire objects from overseas, unless:

- they augment and complement existing collections by local collectors (in particular Harold J E Peake, Osbert G S Crawford and Harold H Coghlan)
- their acquisition does not infringe other registered Museums' collecting policies

3.1.3.5. NUMISMATICS

West Berkshire Museum will seek to acquire Roman and British coins found throughout the Collecting Area, especially those which fill gaps in the existing collection (eg Iron Age, Anglo-Saxon and Norman). The Museum will also seek to acquire coins relating to the Atrebates, the Iron Age tribe which occupied the region into the Roman period.

3.1.3.5. No further collecting will take place until the on-site and off-site storage problems have been resolved (see 1.3 above), other than the following:

- archaeological archives
- photographic material
- treasure

3.1.4. Access to the Collection

- Room 12 [Peake Gallery] of the West Berkshire Museum includes 24 cases depicting the most important of the Museum's archaeological objects from Neolithic to Saxon periods. Every object has been inventoried and digitised. 80% has been placed on MODES, and the remainder will be done by the end of September 2007.
- Room 24 [Carnarvon Room] of the West Berkshire Museum holds a case with around one-quarter of the Museum's Egyptology collection, with a further quarter stored in locked drawers. [Highclere Castle holds the remainder of the collection on loan.]
- Room 26 [Winchcombe Room] of the West Berkshire Museum includes Mediæval objects, both local (especially from Newbury town centre excavations of the early 1970s) and non-local (primarily long-term loans from the Ashmolean Museum, Oxford). This small gallery (Cloth Hall landing) with its five fitted display cases has been earmarked to provide a 'window' onto Mediæval and Tudor Newbury; almost all the archaeology on display will be removed, either to be returned to the Ashmolean Museum, or to be returned to on-site storage.
- The Archaeological Archives are stored. The entire collection has been assigned accession numbers and placed on MODES, although only 64% of the archives have been received by West Berkshire Museum from the archaeological units. Of that 64% (245 archives), only 52% (127 archives) came with finds (approx 750 boxes). The finds have not been placed on MODES, but the majority of archives have hand-lists provided by their fieldworkers. They are stored as follows:
 - Paper Archive: Cloth Hall Attic.
 - Finds Archive: Off-site Stores.
- Access to the collections is encouraged. [See **Agreement for Visiting Researchers.**]
- The Curator will be responsible for the deposition of Archaeological Archives, as well as for the acquisition (and disposal), documentation, storage and interpretation of the Archaeology Collection.

3.2. FINE ART

3.2.1. Collecting Policy

West Berkshire Museum collects paintings, prints and drawings - primarily topographical, but also biographical. It also collects the work of local artists (both living and dead), including non-local depictions. Alongside works of art, the Museum also collects objects and information associated with its 'makers', whether they be artists, engravers, printers, publishers, etc.

3.2.2. Existing Collection

The collection of approx 750 objects can be divided into the following categories:

1. Local artists (of local and/or non-local work)
2. Local views (by local and/or non-local artists)
3. Other

comprising:

- oils (52)
- watercolours (163)
- drawings (53)
- prints (284)
- miniatures (4)
- silhouettes (2)
- sketchbooks (135)
- other

3.2.2.1. LOCAL ARTISTS

West Berkshire Museum has several works by local artists of local, regional and/or national renown. The following artists are of particular importance to the Museum:

- **Campbell-Cooper, A J**
Campbell-Cooper was a local architect with a special interest in old buildings. He produced a series of drawings depicting buildings in Newbury and its environs in the 1920s and 1930s.
 - 1 drawing
 - 6 prints
- **Collison-Morley, Harold Duke (d 1915)**
Trained at the Slade in London and Julian's in Paris. Served with the East Kent Regiment during the Great War. On 15th September 1915 he was killed in action at the Battle of Loos in France; he is buried in Dud Corner Cemetery.
 - 7 etchings (NEBYM:1996.53.1=7): B/w prints depicting Lord George Sanger's circus in 1912. George Sanger was born in Newbury and retained a deep affection for the town throughout his life. He was the most successful circus entrepreneur in the 19th century. Annually he would bring his renowned circus to the town, and in 1903 he paid for a statue of Queen Victoria to be placed in the Market Place; this statue is now in Victoria Park.

- **Corden, Victor Milton (1860-1939)**

Victor Corden was the third generation of his family to be an artist. His grandfather, William Corden, was a painter for the Royal Derby porcelain factory in the Midlands and later moved to the Windsor area and painted for the Royal Family. His son, also William, continued this tradition and had many commissions from Queen Victoria. Victor was born at the family home in Datchet. He studied at the Life School Artist's Society and at the Royal Drawing Society where he received an award for landscape painting.

He moved to Newbury about 1890 and lived in London Road, then Donnington Square before settling at 'Wayside' in the Oxford Road for many years. In 1937 (two years before his death) he moved to a newly-built flat in Wharf Street. For most of his life in Newbury his studio was a wooden building clad with corrugated iron on the edge of the Kennet and Avon Canal just to the east of Newbury Wharf. The studio still exists, although in a state of disrepair; it is sandwiched between the back of the Police Station and the bank of the canal in the shadow of the A34 bridge. Victor Corden taught the techniques of painting to many Newbury people, including Kathleen Roberts née Butler.

- 9 watercolours
- 2 prints (Christmas cards from pen and ink drawings)

- **Everett, Frances (ca 1813-1870)**

Mrs Everett was the wife of the Rector of Shaw, the Rev^d George Frederick Everett MA (1793-1872 and living in the Rectory in 1864 - Kelly's Directory). Mr Everett was the brother-in-law of Henry R Eyre of Shaw House. Frederick Everett, Esq^{re} of Shaw Dean may have been Mrs Everett's son; in 1884 he lent a pencil sketch by her to the Industrial Exhibition. Mrs Everett's signature is usually well disguised in the edges of her pictures. She also often painted historical scenes, rather than views she would have seen in her day.

- 6 watercolours
- 2 drawings

- **Fredericks, Eric (fl 1960s)**

It has been reported that Eric Fredericks knocked on doors in the Newbury area, asking if the occupants wanted a painting of their house. The collection includes watercolour drawings of business premises, as well as of dwellings. Works by Fredericks are on display in at least one public building in the Newbury area.

- 6 watercolour drawings

- **Gore, Henry William (1857-1942)**

W H Gore was a successful Victorian artist, with 29 works shown at the Royal Academy between 1882 and 1900. He was elected a member of the Royal Society of British Artists in 1893. Most of the subjects which brought him fame seem somewhat romantic or sentimental today. Children, especially young girls, appear in many paintings, often with a small terrier (believed to be the artist's dog). Other paintings show country girls mowing, or raking hay - yet always elegantly dressed in fine clothes! These pictures were very popular and several were reproduced by commercial print publishers in this country and abroad. His popularity faded in the 1900s, although he continued to show his

works at major British and international exhibitions. In later years he was something of a recluse in Newbury.

Gore was born in Northbrook Street. His father, George, was a plumber, painter and decorator who died whilst his children were still young. His widow and children went to live with her brother, William Chubb, in London Road, Speenhamland. Gore moved to 3 Donnington Square with his mother in 1890, and remained there until his death in 1942. Labels on his paintings sometimes list London addresses, but these seem to be for his agent or framer.

- 1 oil (NEBYM:1979.34.2): W H Gore listed the painting *A pastoral* in his will dated 10th June 1942 to be bequeathed to "the Mayor Aldermen and Burgesses of the Borough of Newbury... to be placed in the Free Library or in such place as the Corporation may decide". It was transferred from Newbury Library in 1978.
 - 1 watercolour (NEBM:1987.119): *Bell Mount near Newbury* purchased at auction.
- **Hall, Christopher (b. 1930)**
The family came to Inkpen ca 1934; after WW2 the family moved to a farm in Enborne; ca 1953 the family moved to Aldermaston, and in the late 1950s to Ashampstead. Hall attended a small private school in Enborne Road, then Bedales. After 18 months' National Service (Devon Regiment), he went to the Slade (University College London) for four years, before returning to Berkshire - where he has lived ever since. Hall met his wife in Italy in 1954; they have three sons. In the early years he divided his time between painting and teaching art in local schools, but since the 1960s he has been a full-time professional painter. He has exhibited all over the country, regularly in London.
 - 3 oils
 - pencil drawings from sketchbooks
 - **Hall, Fred (1860-1948)**
Fred Hall, one of the finest English Post-Impressionists, began his training in Lincoln before going abroad to study. He was part of the Newlyn colony in the 1880s, but moved to London after marrying. He was already a painter of considerable reputation when he and his family moved to Hill Cottage on the Bath Road, Speen in 1911. He converted a studio out of a shed in the rickyard at Rectory Farm opposite his home, and produced downland landscapes and horse studies, although failing eyesight meant that he had to give up painting in the mid 1930s. He used to cycle round the neighbourhood, and smoke his pipe as he painted. From 1912 until his death he regularly showed his work at the Newbury Art Society.
 - 1 oil (NEBYM:1989.47): *Twilight*. View northwest along footpath from rear of Hill Cottage (Hall's home) on north side of Bath Road, at top of the hill in Speen, across to Woodspeen, Bagnor and Mount Hill. Hall's daughter said that it was the same view they had from their upstairs' windows. Exhibited at the Royal Academy in 1912, the year after it was painted.

- **Heather, Marjorie Kate (1904-1989)**

Marjorie Heather was born in Newbury and attended Newbury Girls' High School. She was the daughter of Arthur and Kate Heather of Heather Stores in Bartholomew Street. As a mature student she studied at the Ruskin School of Drawing at Oxford from 1945 to 1948 where she obtained the University Certificate of Fine Art. She then studied for a further two years at the Byam Shaw School in London. For 30 years her work was selected regularly for showing at the Royal Academy, Royal Watercolour Society and Royal Portrait Society.

As a student she attended the inaugural meeting of Newbury Art Group in 1947. She served as Secretary from 1963 to 1976 and as President from 1977 to 1980. She was also a member of the Bussock Mayne Group and Reading Guild of Artists. She was a close friend of Gilbert Spencer, the artist brother of Stanley Spencer of Cookham. She lived with her sister, Winifred Mabel Harrod Heather in the family home in Tydehams, off the Andover Road.

With few exceptions Heather's subject is people. Her work depicted people about their daily tasks and pleasures, as well as crowds at public events. Wherever she went, Heather took her sketchbook taking every opportunity to record people and events. She then used these sketches when creating paintings in her studio. Some of the people in the sketches are identifiable, including Gilbert Spencer.

- 2 watercolours
- 11 oil paintings
- 135 sketchbooks containing more than 2,000 pencil, pen & ink and watercolour wash drawings
- photographs and 35mm slides
- archive & ephemera

- **Ormrod, Frank (1896-1988)**

Born in Bolton, Lancashire Ormrod studied art at Bolton and Manchester. After World War I service in the Medical Corps, he moved to London to work in an advertising studio; he attended evening classes at St Martin's School of Art. He was awarded a scholarship to the Slade, two of his contemporaries being Stanley and Gilbert Spencer. Between 1935 and 1964 he taught design, lithography and calligraphy at the University of Reading. During World War II he designed personnel camouflage netting and advised on camouflaging pillbox gun emplacements in the Reading area.

Ormrod lived in Manor Farm House, Stanford Dingley from 1938 to 1984, when he moved to Cold Ash.

- 1 oil painting (NEBYM:2005.81.5)

- **Roberts, Kathleen (née Butler) (ca 1888 - ca 1975)**

Kathleen Butler was the daughter of Stanley Butler of Sandleford Farm. She was educated at the Litten School in Newbury, and was taught art by Victor Corden. After her marriage to Howel Roberts, a classics master at St Bartholomew's Grammar School, they moved to London where she studied at the Slade and he taught at the Stationers' Company School. Her watercolour style is similar to that of Victor Corden. West Berkshire Museum also has a

watercolour by her daughter, Bronwen Roberts; it depicts the farmyard at Sandleford.

- 4 watercolours
- 1 oil

- **Robinson, Helen (fl 1920-1970)**

Helen Robinson was a contemporary of Marjorie Heather and Kathleen Roberts née Butler. She lived in Hill Cottage, Enborne. Secretary of Newbury Art Group in 1955-56, exhibiting at N.A.G. in 1962.

- 1 etching
- 4 prints

- **Schlee, Nick (b.1931)**

Landscape painter in oils. Born in Weybridge, Surrey, Nick Schlee won both Gold and Silver medals for under 18s given by the Royal Drawing Society. After National Service and university, he studied part-time at the Art Students' League New York, the Central School of Art & Design, Morely College, Putney Art School and the Slade. Schlee has exhibited in London, as well as in Berkshire. Since 1989, Schlee has lived and worked in Upper Basildon.

- 3 oil paintings
- sketchbook drawings
- 9 catalogues

- **Southby, Ellen Mabel (1871-1965)**

(Ellen) Mabel Southby lived at Aldern Bridge House, Newbury, and died on 12th August 1965. She was a member of the family who were originally part proprietors of Slocock, Southby and Matthews Bank - predecessors of Lloyds TSB in Newbury.

Southby was a friend of Miss Elizabeth Myers who lived at Sandleford Priory 1898-1909, and they were both officers of Newbury Art Society (established 1890). Miss Southby was a collector of pewter; she donated her collection to the Museum in 1964.

- 13 watercolours

- **Toomer, Joseph (1760-1853)**

The eldest son of Samuel Toomer, ironmonger of Northbrook Street and prominent member of the Corporation. Toomer was thrice mayor of Newbury; West Berkshire Museum holds the journal he maintained during his mayoral years, which includes a few sketches. Apart from spending his final years with one of his daughters in Kent, Toomer spend his life in Newbury; even during those final years he maintained contact with his Newbury-based family by correspondence. His great-great-granddaughter bequeathed the family archive to the Museum, which includes Toomer's journal and a box of his letters.

Toomer is said to have studied under Sir Joshua Reynolds, although there is no documentary evidence to support this. It is more likely that he took drawing lessons at the Royal Academy during the time Sir Joshua was President (1768-1792).

- 3 watercolours
- 4 drawings

3.2.2.2. LOCAL SUBJECTS (eg views, buildings, people, events, activities)

The majority of pictures in the Fine Art Collection are of local views, and several of the oils and watercolours are also by local artists. West Berkshire Museum has a large number of pictures of Donnington Castle, the Cloth Hall and/or Granary, the Town Hall, the Market Place, St Nicolas' Church, and the Kennet & Avon Canal. West Berkshire Museum also has a large number of prints from 18th and 19th century publications, many of them depicting local country houses. The Museum is under-represented in portraiture, as well as in the parishes beyond Newbury and its environs.

3.2.2.3. OTHER

3.2.3. Future Collecting

3.2.3.1. ARTISTS

West Berkshire Museum is not an art gallery and does not acquire works for their artistic merit alone. However, there is a strong presumption that works of art will be acquired for a range of uses other than permanent displays in the Museum. These uses include temporary exhibitions, loans throughout the defined area, publications, audio visuals, illustrated talks, and retail (eg greetings cards, postcards).

West Berkshire Museum seeks to acquire pictures by artists whose birthplace and/or main domicile was/is in West Berkshire, or who has/had a strong connexion with the area. This includes artists whose work is not yet represented in the Museum's collections. In particular, West Berkshire Museum seeks to acquire works (and associated material) by the following artists, in alphabetical order:

- **Aldin, Cecil (1870-1935)**

Cecil Charles Windsor Aldin was a British artist and illustrator best known for his paintings of animals (especially dogs) and rural life. Born in Slough, he was educated at Eastbourne College and Solihull Grammar School. He studied anatomy at South Kensington, and animal painting under W Frank Calderon. He lived at The Kennels, Purley.

- **Caiger-Smith, Alan (b.1930)**

Studio potter and writer on ceramics. He was born in Buenos Aires Argentina. He studied at Camberwell School of Arts and Crafts and read history at King's College, Cambridge (1949-1952). He trained in pottery at the Central School of Art & Design in 1954 under Dora Billington.

He established the Aldermaston Pottery in 1955, "a cooperative workshop of about seven potters making functional domestic ware and tiles, as well as individual commissions and one-off pots. By trial and error he revived and perfected two virtually lost techniques: the use of tin glaze and painted pigments on red earthenware clay, and the firing of lustres on to tin glazes."

His book on *Tin-Glaze Pottery* (1973) covers its history and much of its technique.

He was Chairman of the British Crafts Centre 1973-1978 and was awarded the MBE in 1988. He ceased employing assistants in 1993 to concentrate on personal work and in 2006 announced his decision to sell the Aldermaston Pottery. It closed on 31st December 2006.

- **Campbell-Cooper, A J**
(See above)
- **Coghlan, Brian (1903-1978)**
Born in Ireland, Brian was the brother of Harold Coghlan - Honorary Curator of Newbury Borough Museum 1946-1980). He was an architect, and a gifted draftsman. During his live in Newbury, he compiled a series of six notebooks entitled 'Newbury Streets and Buildings'; whilst mainly newspaper cuttings, photographs and manuscript notes, there are also several ball-point pen drawings [BRO D/EX 537]. West Berkshire Museum has a couple of greetings cards printed from original drawings.
- **Corden, Victor Milton (1860-1939)**
(See above)
- **Everett, Frances (ca1813-1870)**
(See above)
- **Finzi, Joy (1907-1991)**
Portraitist and poet. Born Joyce Black in Hampstead, she married the young composer Gerald Finzi in 1933. In the late 1930s they moved to Church Farm, Ashmansworth - eight miles south of Newbury. The house became a meeting place for young musicians, artists and writers. In later years (and as a widow) she moved to a cottage in Leckhampstead. After a couple of hip operations in 1991, she returned to Church Farm (by then her eldest son's home) to be cared for. West Berkshire Museum has a copy of her book, 'In That Place' published 1987; 52 portraits, a mixture of well-known faces and local characters.
- **Fredericks, Eric**
(See above)
- **Gore, William Henry (1857-1942)**
(See above)
- **Heather, Marjorie Kate (1904-1989)**
(See above)
- **Hall, Fred (1860-1948)**
(See above)
- **Hall, Christopher (b.1930)**
(See above)
- **Johnson, E M (Mrs)**
Little is known of Mrs Johnson. She lived in Brimpton and was a founder member of the Newbury Art Society in 1890, as well as its first Secretary and

Treasurer. West Berkshire Museum has a watercolour of Newbury Bridge 1895 (NEBYM:1979.72.365).

- **May, Fred (1891-1976)**

- **Maynard, Bill (1933-1971)**

Self-taught painter. Born 1933 at Boxford, near Newbury, where his father was master of the Village School. He later attended St Bartholomew's Grammar School in Newbury. Following one year at New College, Oxford, Maynard did his National Service in the Royal Army Medical Corps. He started painting around 1960, referring to his life before painting as having been "*wasted and jumbled.*" He died of cancer aged 37 years.

- **M^cClintock, Hester ()**

- **Ormrod, Frank (1896-1988)**

(see above)

- **Osgood, John (1812-1903)**

Born in Newbury, Osgood seems to have started his working life as a tailor (Pigot & Co 1830 records John Osgood, a tailor of Speenhamland). He exhibited paintings in London between 1835 and 1845 (British Society of Artists), and by 1847 he was listed as a Carver, Gilder and Landscape painter of 14 Speenhamland. He lived in 104 Northbrook Street for around 50 years. Although he died in London aged 91, he is buried in St Nicolas'.

- **Piper, John (1903-1992)**

He was born in Epsom, the son of a solicitor, educated at Epsom College and trained at the Richmond School of Art followed by the Royal College of Art in London. He lived for many years at Fawley Bottom, near Henley-on-Thames. He was long associated with Theale Green School.

He was primarily a painter, but collaborated with many others including the poet and author John Betjeman (on the Shell Guides series of guidebooks on the British Isles), the potter Geoffrey Eastop and the artist Ben Nicholson. His work focused mainly on the British landscape, especially churches, and he spent much of his life studying the buildings he depicted. He designed the stained glass windows for the new Coventry Cathedral as well as many smaller churches and created tapestries for the Chichester Cathedral.

- **Roberts, Bronwen**

Daughter of Howel Roberts and Kathleen Butler (see above).

- **Robinson, Helen**

(See above)

- **Southby, Ellen Mabel (1871-1965)**

(See above)

- **Stone, Reynolds (1909-1979)**

Engraver, calligrapher and watercolourist. Named after his ancestor, Joshua Reynolds. Educated at Eton and Magdalene College Cambridge, Stone learned printing at the Cambridge University Press. In 1936 he moved to Slough, then to Bracken Cottage, Bucklebury Common with his new wife in 1938. In 1947 the

Stones moved to Ashmansworth near to the Finzis, then in 1953 to Litton Cheney in West Dorset.

Preference will be given to works depicting West Berkshire scenes and portraits.

3.2.3.2. SUBJECTS (eg views, buildings, people, events, activities)

West Berkshire Museum seeks to acquire pictures of local views within the 'defined area', of local people and of activities closely connected with local events and activities. Acquisition will concentrate upon scenes not represented in the collection and particularly material which throws further light upon the historical development of buildings, the landscape, etc.

In particular, West Berkshire seeks to acquire local subjects produced by artists listed in 3.2.3.1. above, and by contemporary artists such as those listed below in alphabetical order, all of whom are members of the Newbury Art Group:

- Barnes, Jack
- Batt, Jane
- Carmona, Isabel
- Houghton, Gina
- Hunt, Sheila
- Sporne, Alan
- Trigwell, Rosemary
- Warner, Claire
- Webb, Len

3.2.3.3. ASSOCIATED MATERIAL

West Berkshire Museum seeks to acquire material associated with artists already represented in the collection, especially sketchbooks, photographs, catalogues, cuttings, equipment (eg palette, brush, easel), publications, unpublished material and - where appropriate - costume.

3.2.3.4. Further collecting prior to the resolution of on-site and off-site storage problems will take place only when the acquisitions can be placed on display or easily stored on-site.

3.2.4. Access to the Collection

- Room 11 (Walter Money Gallery) is used to display pictures and associated material from this collection, although it is not a permanent display. Elsewhere in the Museum pictures are displayed, either to augment an existing display (eg The Making of the Newbury Coat), or to fill gaps.
- Room 16 of the Museum is where works of fine art and associated material are stored. Many images have been removed from their frames and stored flat in inert pockets within archival boxes. Not only is this space-saving, but it also makes retrieval easier.

- 95% of the collection (excluding individual images in the sketchbooks) is on MODES, of which 90% has been digitised
- Subject to copyright, these images may be acquired by council and professional colleagues, and by members of the public for non-commercial use.
- Access to the collections is encouraged. [See **Agreement for Visiting Researchers.**]

3.3. DECORATIVE ART

3.3.1. Collecting Policy

West Berkshire Museum collects decorative art with a local connexion, either by production, or by collector. Alongside these works of decorative art, the Museum also collects objects and information associated with its 'makers', whether they be potters, clockmakers, jewellers, silversmiths, etc.

3.3.2. Existing Collection

The collection of approximately 1,200 objects is grouped into the following collections:

1. Ceramics
2. Metalwork
3. Woodwork & Furniture
4. Jewellery
5. Horology
6. Other (eg glass, ivory/bone)

3.3.2.1. CERAMICS

West Berkshire Museum has approx 200 ceramics, including a large number on two renewable loans. There is a small collection of commemoratives, as well as ceramics within the Isher Collection. Important ceramics include:

Cantonese porcelain: pieces from the presentation set to the Corporation of Newbury in 1815 by Capt Charles Bodman of the Wexford (a ship). In 1835 the Corporation gave the service to Mr Bodman (brother-in-law of the donor) when the Municipal Corporations Act was passed. The following year a member of the new Council endeavoured unsuccessfully to have the gift reversed. The pieces bear Newbury's coat of arms.

NEBYM:1976.3.2. English Delft salt, with three scrolls on rim of flared dish. Part of the Isher Collection.

Aldermaston Pottery: Three pieces from this local pottery which operated in Aldermaston between 1955 and 31st December 2006 as a sort of co-operative. The potters worked both as a team for production work, and as individuals for studio work. The pottery was noted mainly for its tin-glaze wares, but also produced porcelain. Several of the potters now work independently in their own studios.

3.3.2.2. METALWORK

West Berkshire Museum has approximately 500 objects, including two renewable loans. The majority of objects are pewter, although silver and brass is also represented. Important metalwork includes:

- Southby Collection (NEBYM:1964.25): Approximately 90 objects collected by Miss Ellen Mabel Southby (1871-1965) during her lifetime in the Newbury area. The collection includes her manuscript catalogue, as well as a few photographs. Most of the pieces are not connected to Newbury; however,

the collection does include three Corporation plates. In 1747 Mr John Head declined the office of Mayor of Newbury and as a consequence had to pay a fine of £20 to the Corporation. The money was spent on 24 dozen (288) pewter plates for use at public entertainments given by the mayor. They were made by Hellier Perchard, a Channel Islander, whose touch was struck at Pewterer's Hall in 1709. Each plate is stamped on the outer rim with the badge of the Borough of Newbury. The plates and the maces were the only items bought back, on behalf of the council at the sale of the civic property in 1839, but in 1881 half the plates were sold on the instruction of the Mayor and Corporation at a public auction in the Corn Exchange.

The Museum has Corporation plates acquired from other sources.

- NEBYM:2000.31. Arts and Crafts copper vase, or jug from the Yattendon School. Designed by Elizabeth Waterhouse (fl 1885-1918) of Yattendon Manor, the wife of the noted architect - Alfred Waterhouse.
- Isher Collection (part): The importance of the pewter pieces in this collection is the connexion with the Ishers of Cheltenham. Gladys Isher grew up in Cheltenham alongside her brother, Albert (Bertie) - a leading collector of pewter. His death in 1975 led a year later to one of the most important pewter sales in the 20th century. The auctioneer - Arthur Negus (1903-1985) - was a panel member on the BBC television programme 'Going for a Song', as well as a native of Reading. The most important pieces were bequeathed to the Cheltenham Museum & Art Gallery; the bequest consisted mainly of 17th century items, and is now the subject of a book and catalogue by Jan Gadd and published by the Pewter Society.

3.3.2.3. WOODWORK & FURNITURE

West Berkshire Museum has approximately 20 objects of decorative art and furniture made from wood, including four chairs with carved panels and two carved plaques by Grace Mary Brooks, née Adnams (1868-1949). The chairs and plaques depict dragons and/or serpents in high relief. Mrs Brooks was the wife of the manager of Newbury's National Westminster Bank from 1917 until his retirement in 1926, and the mother of Iris Brooks (1906-2007).

The Museum also holds a small collection of woodwork made by George Lailey (1869-1958) of Bucklebury. It was George Lailey's grandfather, William, who set up the bowl turning business on Bucklebury Common, sometime around 1826. This then passed on to his son William - George's father - and finally to George, who started in the business ca 1878 at the age of nine. All that time the family worked with the same equipment, in the same hut, at Turner's Green. Shops, too, were keen to sell Lailey ware, among them Harrods in London. Although his different sized bowls were first and foremost utilitarian objects - from small ones for holding soap to large ones ideal for washing silver and porcelain - they were also becoming rather collectible, with Lailey signing each one in pencil on its base.

3.3.2.4. JEWELLERY

West Berkshire Museum has approximately 200 pieces of jewellery, excluding material in the Archaeology Collection. The pre-eminent collection is that of 90 pieces donated by Anne Hull Grundy née Ullman (d 1984) (NEBYM:1983.39-120, 1983.252.1=6, 1983.254 and 1983.444). She was of German-Jewish origin whose family was a wealthy toy manufacturer (Mettoy, which produced Corgi Toys). She

married John Hull Grundy - a zoologist, entomologist and artist. Over 60 Museums received gifts from Mrs Hull Grundy, not always without conditions attached.

This collection is augmented by the works of her husband - Professor John Hull Grundy, including 16 drawings/prints, and a "... *much wanted and practically unfindable anatomy book*" entitled 'Human Structure and Shape' published in 1982. John Hull Grundy studied art at King's College and the Chelsea School of Art in London before joining the staff of the Royal College of Art. The advent of World War II drew him into the world of medicine, and he developed his drawing of the body with anatomical studies made for the Royal College of Surgeons and the Orpington War Hospital. In 1942, he began as lecturer in Entomology at the Royal Army Medical College in London, a post he kept until his retirement in 1967. On his retirement, he was named a member of the British Empire (MBE).

3.3.2.5. HOROLOGY

West Berkshire Museum has 31 clocks and watches. The collection comprises 23 pocket watches, two wall-mounted clocks and six longcase clocks. The collection includes:

- Hutton-Stott Collection (NEBYM:1971.24): Francis Wilson-Hutton-Stott (1907-1982). Moved with his family to Speen Grange in 1940; several years later he moved to Speen Place. A gifted amateur horologist, he lent 19 pocket watches to the Museum in 1971. After his death his widow converted the loan into a gift.
- NEBYM:1989.141: Walnut and marquetry longcase clock; the movement by Bartholomew Flagett of Newbury, ca 1710. This clock had originally belonged to Francis Wilson-Hutton-Stott. Acquired at auction.
- NEBYM:1990.28: Oak longcase clock with brass and silvered dial engraved with leaf scrolls; 30 hour birdcage movement; by Antony Lynch of Newbury ca 1760. Acquired at auction.
- NEBYM:1994.48: Pair-cased watch, mid-18th century, verge movement inscribed "Jethro Tull, Newbury 312". Outer case of gilded copper decorated with embossed scene of classical figures to back and floral motifs and curvilinear forms against a mottled background elsewhere. Ca 1750. Tull was born 1725 the son of Richard - a yeoman of Midgham. On 5th November 1739 he was apprenticed to John Jeffreys for seven years (40 guineas). He cleaned St Nicolas' clock. Operational in Newbury 1746-1753. Acquired by auction.
- NEBYM:2004.21: Longcase clock with a silvered single-sheet brass dial engraved with a cottage, a rising sun, and leaf scrolls; signed Church Brown, Newtown; seconds dial and date indicator, 30-hour striking movement; pendulum, two large weights.
- NEBYM:2007.10: Longcase clock by Henry Walsh of Northbrook Street and Speenhamland. In 1836 he made an astronomical clock with two dials. This clock is now in the Science Museum, South Kensington.

3.3.3. Future Collecting

3.3.3.1. CERAMICS

West Berkshire Museum seeks to acquire modern ceramics made by artists in the defined area, especially by those who worked at the Aldermaston Pottery, or by those already represented in the collection. The Museum also seeks to acquire commemoratives, especially those relating to Newbury and its environs, and to the following events: war/peace, royal, civic, education, church/chapel, trade and industry.

3.3.3.2. METALWORK

West Berkshire Museum seeks to acquire modern metalwork made by artists in the defined area. The Museum also seeks to acquire metalwork bearing the mark of local makers, or of local crests.

3.3.3.3. WOOD & FURNITURE

West Berkshire Museum seeks to acquire woodwork made by local artists in the defined area, especially works by George Lailey. The Museum also seeks to acquire a representative collection of furniture manufactured by Elliott's of Newbury, and brushes manufactured by John Brown & Son of Thatcham (see Trade).

3.3.3.4. JEWELLERY

West Berkshire Museum does not seek to acquire jewellery, except for pieces depicting local scenes (eg cameo, enamel tie-pin).

3.3.3.5. HOROLOGY

West Berkshire Museum seeks to acquire a representative collection of pocket watches made within the defined area, as well as a representative collection of watch/clockmaker's tools.

3.3.3.6. Other than in exceptional circumstances, no further collecting will take place until the on-site and off-site storage problems have been resolved (see 1.3 above). However, associated information will be acquired when it augments existing objects, or adds to knowledge about local artists, craftsmen, etc.

3.3.4. Access to the Collection

- Room 24 (Carnarvon Room) currently displays ceramics, silver, pewter and jewellery. The short-term intention is to convert this space to provide displays on Collectors and Collections. This will reduce the number of objects from the current collector/collection, but it will increase the range of decorative art on display.
- Room 21 (Local Crafts & Industries) includes some wood-turned objects by George Lailey and by John Brown & Son.
- Almost the entire Horology Collection is on display in the Museum.
- 29% of the collection is on MODES. Every object on display has been inventoried and digitised.
- Access to the collections is encouraged. [See Agreement for Visiting Researchers.]

3.4. COSTUME & TEXTILE

3.4.1. Collecting Policy

West Berkshire Museum collects costume and textiles worn, made by, or associated with local people and places. This collection includes fashion and other garments/accessories, banners, samplers, household linen, embroidery, lace, etc; it also includes tools and equipment used in the manufacture of costume and textiles.

3.4.2. Existing Collection

The collection is strongest in late 19th century and early 20th century material and numbers an estimated 1,500 objects. It is poorly represented by uniforms, male clothing, samplers, or lace. A few items are of outstanding quality, including:

- NEBYM:1952.11.1: Pair of 18th century cream satin shoes with silk embroidery and paste buckles.
- NEBYM:1954.4.1: 18th century sack dress comprising an embroidered and padded cream silk brocade overdress and underskirt.
- NEBYM:1996.70.1: 17th century gentleman's undress cap of undyed linen embroidered with blackwork and gold thread; the property of Sir Benjamin Rudyard (1572-1658) of West Woodhay.

The Museum has two significant, albeit small, collections:

- Craven Collection (NEBYM:1977.5): Fashion garments and accessories worn by Cornelia, Countess of Craven. Lady Cornelia was born in 1877, the daughter of Mr and Mrs Bradley-Martin of West Street, New York City. She married William George Robert, 4th Earl of Craven in New York in 1893, she was 16, he was 25. Her husband died in 1921 aged 53.
- Bucklebury Players Collection (NEBYM:1994.80 & 1999.9): 51 objects comprising accessories (footwear, gloves, handbags, headwear). These were part of the costume collection of the Bucklebury Players, a drama group which closed in the 1990s.

3.4.3. Future Collecting

3.4.3.1. West Berkshire Museum seeks to acquire local school uniforms; the Museum also seeks to acquire military and youth uniforms worn by local people, and other occupational uniforms (eg police, postal service, trade, industry) worn within the defined area. Working people's and men's clothing is particularly sought to fill gaps in the collection.

3.4.3.2. The Museum seeks to acquire kersies or other cloths manufactured in Newbury during the 16th and 17th centuries, as well as any materials, equipment and associated information with the Cloth Trade for which Newbury was renowned at that period.

3.4.3.3. Silk manufacture was a short-lived industry in the 18th century. Opportunities to acquire well-provenanced items and information about this industry will be sought.

3.4.3.4. No further collecting will take place until the on-site and off-site storage problems have been resolved (see 1.3 above), other than the following:

- associated information about objects in the collection, or about the shops, factories, etc associated with costume and textile in the defined area
- school uniforms

3.4.4. Access to the Collection

- Room 23 (The Dressing Room) of West Berkshire Museum holds two large display cases for costume and accessories (primarily fashion).
- 51% of the collection is on MODES. Every object on display has been inventoried and digitised.
- Access to the collections is encouraged. [See Agreement for Visiting Researchers.]

3.5. PHOTOGRAPH COLLECTION

3.5.1. Collecting Policy

West Berkshire Museum collects photographic images of people, places, events, activities and objects associated with the defined area, especially Newbury and its environs. The Museum also collects cameras and other photographic equipment.

3.5.2. Existing Collection

The collection numbers an estimated 12,500 images comprising:

- Paper prints (approx 7,500)
- 35mm slides (approx 3,000)
- Plastic negatives (unknown)
- Glass plates
- Albums (52)

The Photograph Collection encompasses a number of named collections with significant quantities of photographic images, including:

- Borough Archives Collection (NEBYM:1979.72): Approx 420 prints.
- Newbury Library Collection (NEBYM:2000.20): Approx 350 prints.
- Lantern Slide Collection (NEBYM:1996.111): A collection of lantern slides found in a tin chest in 1990 by D & J Cole during works to the United Reformed Church Hall in Cromwell Place, Newbury. The majority of images depict local scenes dating from the 1870s. Approx 100 plates.
- Brown Bequest (NEBYM:2005.81): Approx 450 prints.

The collection of cameras and photographic equipment started as the result of a temporary exhibition, after which time people looked to the Museum as a repository for such material. Relatively few of the objects have a strong local connexion.

3.5.3. Future Collecting

3.5.3.1. West Berkshire Museum seeks to acquire photographic images of the people, places, events, activities, etc of the defined area. Acquisition will concentrate upon scenes not represented in the collection and particularly material which throws further light upon the historical development of buildings, the landscape, etc. The museum will also strive to acquire images of places of education, worship, trade and industry. Every effort will be made to acquire copyright and/or publication rights at the same time. The Museum will also acquire digital images; these will be catalogued, but not accessioned.

3.5.3.2. West Berkshire Museum seeks to acquire the work of local photographers, including:

- C Hawker
- J Righton
- J Irving

3.5.3.3. West Berkshire Museum will not acquire cameras and other photographic equipment.

3.5.4. Access to the Collection

- 100% of the paper prints has been digitised, and more than 90% has been given at least a basic MODES record. Please note, only one photograph album has been digitised, and very few slides have been digitised. In theory these images can be accessed at every PC workstation in the Museum; in practice the server struggles to cope and images cannot be retrieved easily.
- Copies of 70% of the paper prints have been placed in classified ring-binders in the Museum Reference Library and are freely available during opening hours.
- Subject to copyright, these images may be acquired by council and professional colleagues, and by members of the public for non-commercial use.
- Images from the collection are widely used in displays, exhibitions, audio visuals, illustrated talks, publications, promotion and retail (eg in-house shop stock).

3.6. ARCHIVE & EPHEMERA COLLECTION

3.6.1. Collecting Policy

West Berkshire Museum collects manuscript documents, printed records, maps, plans, posters, pamphlets, catalogues, cards, etc related to people, corporate bodies, places, events and activities of the defined area, and to objects in the collections.

3.6.2. Existing Collection

Some archives were at various times deposited with the former Newbury Borough Archives. In 1979/80 the Borough Archives were transferred on deposit to the Berkshire County Record Office. Other archives were deposited by the Museum directly with the Record Office. The overall collection numbers some 2,000 objects (excluding maps). A small quantity of archive material remains with the Museum for the purposes of display, exhibition, research, documentation and digitisation, as well as to maintain intact named collections which comprise more than one type of collection. Significant collections include:

- Shaw Manorial Records:
- Weavers' Company (NEBYM:1948.40) Loan 1:
- Elliott's of Newbury (NEBYM:): Ledgers, catalogues, photographs etc relating to the building firm established by Samuel Elliott in 1860 and which closed in the 1970s. During and immediately after WWII it manufactured gliders, as well as furniture.
- Newbury Diesel Co (NEBYM:1989.9-15): Photographs, catalogues, etc.
- Field Packaging Co (NEBYM:): Photographs and printed material.
- Robbins Collection (NEBYM:1986.40,44,46): Photographs, correspondence, ephemera and costume relating to Herbert Robbins, a local jockey.
- Greet Bequest (NEBYM:2004.39): Photographs, correspondence, cards, posters, journals etc relating to the Toomer and Greet families of Newbury.
- Roberts Bequest (NEBYM:2005.81): Photographs, fine art, legal papers, correspondence, brush backs, deed boxes, etc relating to the family and firm of John Brown & Son of Thatcham.

3.6.3. Future Collecting

3.6.3.1. West Berkshire Museum seeks to acquire archive & ephemera relating to the people, corporate bodies, places, events and activities of the defined area. The museum will also acquire material which augments existing objects/collections.

3.6.3.2. West Berkshire Museum seeks to acquire archive & ephemera to serve the needs of local and family historians.

3.6.4. Access to the Collection

- Room 25 (Kendrick Hall) currently displays archive material on Shaw Manor, the Weavers' Company and the Newbury Coat.

- Rooms 7 & 8 (Reception) & 17 (Collections Room) hold material for use by schools, local historians, family historians and the general public. Accessioned material is available for supervised research, and access is encouraged. [See **Agreement for Visiting Researchers.**]
- 31% of the collection is on MODES.

3.7. NATURAL HISTORY COLLECTION

3.7.1. Collecting Policy

West Berkshire Museum collects specimens from the defined area.

3.7.2. Existing Collection

These are grouped into the following collections:

3.7.2.1. MAMMALS

West Berkshire Museum has a small collection of some 30 mammals, of which 24 are mounted specimens.

3.7.2.2. BIRDS

West Berkshire Museum has a collection of some 200 birds, nests and collections of eggs, of which there are 91 mounted specimens and 68 skins.

3.7.2.3. FISH

West Berkshire Museum has a very small collection of 11 fish acquired between 1916 and 1953, many caught in the River Kennet.

3.7.2.4. LEPIDOPTERA

West Berkshire Museum has a large collection numbering 1,850 butterflies, 11,400 moths and 48 dragonflies. The following collections are significant:

- **Vosper Collection:**
- **Smith Collection:**
- **Saundby Collection:** Robert Henry Magnus Spencer Saundby (1896-1971) served over 30 years in the Royal Air Force, joining The Royal Flying Corps in 1916. During World War II he was Deputy Air Officer Commander-in-Chief of Bomber Command Headquarters. Saundby's particular interest in natural history concerned the geographical variation of species of British Lepidoptera. He was President of the British Entomological and Natural History Society and Deputy Curator of Newbury Borough Museum.

Sir Robert bequeathed his manuscript collection to the British Museum, including four entomological diaries, two notebooks and one loose-leaf ms entitled 'Various Statistics and Records', and a notebook on Lepidoptera captures.

3.7.2.5. COLEOPTERA

West Berkshire Museum has a large collection numbering 5,000 beetles - all of which form the H Langford-Lewis Collection.

3.7.2.6. HYMENOPTERA

West Berkshire Museum has a collection of 38 bees, which were collected by F William Smith in Berkshire and North Hampshire.

3.7.3. Future Collecting

West Berkshire Museum will not seek to acquire natural history material until an audit of the existing collection has been completed.

3.7.4. Access to the Collection

- Room 24 (Carnarvon Room) holds lepidoptera, coleopteran, hymenoptera, bird skins and nests - in covered drawers behind locked panels.
- Room 12 (Peake Gallery): Vosper Collection of lepidoptera.
- Room 16 (store) and Rooms 28-30 (attic): Mammals, birds and fish.
- Access to the collections is encouraged. [See **Agreement for Visiting Researchers.**]

3.8. GEOLOGY COLLECTION

3.8.1. Collecting Policy

West Berkshire Museum collects rocks, minerals and fossils from the defined area.

3.8.2. Existing Collection

West Berkshire Museum has approximately 700 specimens, arranged in three collections. The earliest date associated with the collection is 1860 for a meteorite from Dharmasala, India purchased from James Gregory (mineral dealer). Most of the collection is from the first two decades of the 20th century, many of the specimens probably bought from dealers or exchanged with other museums.

Between 1980 and 1983 the collections of rocks and minerals were worked on by Dr Arthur E Mourant of Jersey (1904-1994) and Derek du Pré. The specimens were sorted/stored in a systematic order based on the most current views of the chemical relationships of different minerals.

The collection was last surveyed by Simon Timberlake, AMSSEE Travelling Geology Curator in 1989 [*Geology in Museums in Berkshire* published in 1990], at which time he noted ' ... *that the collection was once rather bigger than it is at present, and that there have been disposals in the past.*'

3.8.3.1. ROCKS

West Berkshire Museum has approximately 200 rocks.

3.8.3.2. MINERALS

West Berkshire Museum has approximately 150 minerals, the earliest accession-numbered item being an amber (NEBYM:1909.94.6).

3.8.3.3. FOSSILS

West Berkshire Museum has approximately 360 fossils.

3.8.3. Future Collecting

West Berkshire Museum will not seek to acquire geological specimens until an audit of the existing collection has been completed. Peter Greenwood, a retired geologist, is currently digitising and cataloguing the rock and mineral collections as a volunteer working 2-4 hours per week.

3.8.4. Access to the Collection

- Room 24 (Carnarvon Room) holds rocks, minerals and fossils in covered drawers behind locked panels.
- Room 9 (Timeline) holds a small educational display of minerals used in commonplace products. This display will be transferred to Room 24 as part of the 'Collectors and Collections' theme.
- 83% of the Rock Collection is on MODES and 76% of the Mineral Collection is on MODES. 90% of rocks and minerals have been digitised.
- Access to the collections is encouraged. [See **Agreement for Visiting Researchers.**]

3.9. TRADE & INDUSTRY COLLECTION

'SERVICES' COLLECTION

3.9.1. Collecting Policy

West Berkshire Museum collects objects and associated information relating to trades and industries operating or having formerly operated within the defined area. For the purpose of the the Acquisition & Disposal Policy, some material relating to public services will be dealt with here, although the majority of material will be found in the collections entitled Fine Art, Decorative Art, Costume & Textile, Photograph, Archive & Ephemera and Numismatics.

3.9.2. Existing Collection

West Berkshire Museum has some useful material covering: Newbury Bypass, Kennet & Avon Canal, Pinewood Brick & Tile Co, Adams (saddle-making), Elliott's, Newbury Diesel Co, Leopardi (ice-cream making) and John Brown & Son (woodturning), as well as objects from a variety of trades and industries mainly in the Newbury area. The Museum has material relating to volunteer and public services, including Newbury Volunteer Fire Brigade and local branches of the later Berkshire Fire Brigade, and Newbury Borough Council.

[See Fine Art, Decorative Art, Costume & Textile, Photograph, Archive & Ephemera for material associated with trades, industries and services.]

3.9.3. Future Collecting

West Berkshire Museum seeks to acquire representative collections of crafts, trades, industries and services operating in or serving the defined area. In particular, the Museum seeks to acquire material about the following:

3.9.3.1. TRANSPORT

- Roads, in particular:
 - coaching era
 - turnpikes
 - Newbury Bypass 1996
- Rivers/canals, in particular:
 - Kennet Navigation
 - Kennet & Avon Canal
- Railways

3.9.3.2. BANKING

3.9.3.3. BREWING & MALTING

3.9.3.4. BRICK, TILE & TERRACOTTA

- Pinewood Brick & Tile Co

3.9.3.5. CLOTH TRADE

3.9.3.6. COMMUNICATION

- Telecommunication, in particular:
 - Vodafone

- Film & TV, in particular:
 - Quantel

3.9.3.7. PRINTING & PUBLISHING

- Local directories (eg Blacket, Cosburn, Kelly)
- Newbury Weekly News

3.9.3.8. RACING

- Newbury Racecourse
- Stables

3.9.3.9. WOODTURNING

- John Brown & Son, Thatcham
- George Lailey, Bucklebury

3.9.3.10. NAMED COMMERCIAL CONCERNS (other than those listed above)

- Elliott's (furniture makers)
- Plenty's (engineers)
- Newbury Diesel Co (engineers)
- The House of Toomer (ironmongers)
- Newbury Building Society

3.9.3.11. No further collecting will take place until the on-site and off-site storage problems have been resolved (see 1.3 above), other than the following:

- associated information about objects in the existing collection
- fine art, photograph, archive & ephemera relating to the trades, industries and services in the defined area

3.9.4. Access to the Collection

- Building 150 (off-site stores) houses all large objects (fire pumps, water-pump, sluice gate, Town Hall pipes and radiators, Town Hall table and chair, auction lectern, shoe repair furniture/equipment/materials, etc).
- Room 21 (Local Crafts & Industries) has small displays of brewing, brick and tile making, saddle making, wood-turning, ironworks, etc.
- Galleries throughout the Museum have objects from the collection.
- Access to the collections is encouraged. [See Agreement for Visiting Researchers.]

3.10. MILITARIA

3.10.1. Collecting Policy

West Berkshire Museum collects objects and associated information about people, corporate bodies, places, events, activities and objects associated with the military within the defined area. In particular, the Museum collects material to do with the English Civil War, the World Wars, the cruise missile crisis, local military units and local people with distinguished service records.

3.10.2. Existing Collection

West Berkshire Museum holds material relating to the English Civil War, World War I & II, the Cold War (especially Greenham Common), and local military units and personnel.

[See Fine Art, Decorative Art, Costume & Textile, Photograph, Archive & Ephemera and Numismatics for material associated with the military.]

3.10.3. Future Collecting

3.10.3.1. West Berkshire Museum seeks to collect objects and associated information about people, corporate bodies, places, events and activities associated with the military within the defined area. In particular, the Museum will seek objects and associated information for the following:

3.10.3.1. ROYAL BERKSHIRE REGIMENT

3.10.3.2. BERKSHIRE YEOMANRY

3.10.3.3. BERKSHIRE MILITIA

3.10.3.4. ENGLISH CIVIL WAR

3.10.3.5. NAPOLEONIC WARS

3.10.3.6. WORLD WARS

3.10.3.7. COLD WAR

3.10.3.8. No further collecting will take place until the on-site and off-site storage problems have been resolved (see 1.3 above), other than the following:

- associated information about objects in the collection
- medals, provided they have provenance and associated information
- photographs, archive & ephemera and fine art

3.10.4. Access to the Collection

- Room 22 (Civil War Gallery) displays arms and armour, numismatics, fine art and social history.
- Access to the collections is encouraged. [See Agreement for Visiting Researchers.]

3.11. NUMISMATICS COLLECTION

3.11.1. Collecting Policy

West Berkshire Museum collects coins, tokens, medals and medallions from the defined area.

3.11.2. Existing Collection

This collection is under review.

3.11.3. Future Collecting

- Coins
- Tokens
- Medals & Medallions

3.11.4. Access to the Collection

3.12. SOCIAL HISTORY COLLECTION

3.12.1. Collecting Policy

West Berkshire Museum collects objects and associated information relating to the domestic, community and recreational and lives of people within the defined area.

3.12.2. Existing Collection

West Berkshire Museum has a collection grouped as follows:

1. Domestic: cooking, laundry, cleaning, lighting, heating, etc.
2. Community: church, school,
3. Recreation: toys & games,

[See Fine Art, Decorative Art, Costume & Textile, Photograph, Archive & Ephemera for material associated with social history.]

3.12.3. Future Collecting

West Berkshire Museum seeks to acquire objects and associated information

- Charities
- Home Life
- Sport & Pastime [see also Racing under Trade & Industries]
- Local estates/families

3.12.4. Access to the Collection

- Objects and associated information will be found in their relevant reserve collections and/or on display in several galleries throughout the Museum.
- Access to the collections is encouraged. [See Agreement for Visiting Researchers.]

3.13. PERSONALIA

3.13.1. Collecting Policy

West Berkshire Museum collects objects and associated information relating to people with a strong association with the defined area, a reputation beyond the boundaries of the defined area, and/or an association with existing collections.

3.13.2. Existing Collection

West Berkshire Museum has some archive, ephemera and reference material relating to some of the people listed below.

3.13.3. Future Collecting

West Berkshire Museum seeks to acquire material relating to the following named people and corporate bodies - all of whom have a strong connexion with the Museum, the collections, or the history of Newbury and its environs:

- Literary & Scientific Institution (members)
- Museum (staff):
 - Montagu Humphrey Palmer (Honorary Curator 1902-1904)
 - William Lewendon (Honorary Curator 1906-1909)
 - Harold Peake (Honorary Curator 1909-1946)
 - Harold Coghlan (Honorary Curator 1946-1978)
 - Mary Champness (Assistant Curator 1923-1934)
 - W E Harris (Assistant Curator 1934-1944)
 - Linder Pritchard (Assistant Curator 1944-1963)
- Museum Collectors:
 - Brooke
 - John Barnes
 - H Langford-Lewis
 - Montagu Palmer
 - Sir Robert Saundby
 - F William Smith
 - Vosper
- Clothiers:
 - John Winchcombe (1489-1557)
 - Thomas Dolman
- John Kendrick (whose bequest made possible the construction of the Cloth Hall in 1626/7)
- William Twisse (Prolocutor of the Assembly of Divines 1640s)
- Francis Baily (Astromer Royal)
- Elizabeth Montagu (the original 'bluestocking')

- Elizabeth Berkeley, Countess of Craven, later Margravine of Anspach
- Architects:
 - Richard Emmes (Cloth Hall)
 - James Clark (Assembly Rooms/Mansion House, Newbury Bridge)
 - James Money (Town Hall)
 - Alfred Waterhouse
 - Arthur Campbell-Cooper
- Authors:
 - Richard Adams
 - Michael Bond

3.13.4. Access to the Collection

- Reference material may be found in the Museum Reference Library (Reception), reference files (Collections Room) and History Files.
- Objects and associated information will be found in their relevant reserve collections and/or on display.
- Access to the collections is encouraged. [See **Agreement for Visiting Researchers.**]

3.14. NAMED COLLECTIONS

3.14.1. Collecting Policy

3.14.2. Existing Collection

West Berkshire Museum holds significant collections from the following persons and corporate bodies:

- Isher, Gladys
- Southby, (Ellen) Mabel
- Herbert, George (5th Earl of Carnarvon)
- Palmer, Montagu (and Palmer-Brooke)
- Barnes, John
- Sheridan Brothers
- Vosper
- Saundby, Sir Robert
- Smith, F William
- Langford-Lewis, H
- Robbins, Herbert
- Greet, Dinah
- Brown, Robert
- Hull Grundy, Anne
- Sellwood, P H
- Newbury Borough Archives
- Newbury Library

3.14.3. Future Collecting

West Berkshire Museum seeks to acquire objects and information associated with the above, especially when they fill an existing gap, or when they throw further light upon the collector and his/her collection.

3.14.4. Access to the Collection

- Objects and associated information will be found in their relevant reserve collections and/or on display.
- Access to the collections is encouraged. [See Agreement for Visiting Researchers.]

3.15. HANDLING COLLECTION

3.15.1. Collecting Policy

West Berkshire Museum collects material for use by staff and members of the general public in handling situations where the use of accessioned objects would not be appropriate. These situations include learning sessions (schools and Family Friendly™ activities), reminiscence sessions, other outreach events and activities, and training.

3.15.2. Existing Collection

West Berkshire Museum has objects which have been gathered in an unplanned manner, usually derived from rejected donations.

3.15.3. Future Collecting

West Berkshire Museum will not seek to acquire objects until a policy and procedures have been drafted and approved.

4. Geographical Area to which Collecting Relates

As a general rule and unless otherwise stated, the area in which West Berkshire Museum collects items or information will be the area of West Berkshire Council.

Historically (between 1904 and 1998) the Museum concentrated on Newbury and its environs, as well as parishes that regarded Newbury as their main town. Accordingly the existing collections do not include much material from parishes that looked to Reading as their main town.

Aldermaston	Cold Ash	Hungerford	Sulham
Aldworth	Combe	Inkpen	Sulhamstead
Ashampstead	Compton	Kintbury	Thatcham
Basildon	East Garston	Lambourn	Theale
Beech Hill	East Ilsley	Leckhampstead	Tidmarsh
Beedon	Enborne	Midgham	Tilehurst
Beenham	Englefield	Newbury	Ufton Nervet
Boxford	Farnborough	Padworth	Wasing
Bradfield	Fawley	Pangbourne	Welford
Brightwalton	Frilsham	Peasmore	West Ilsley
Brimpton	Great Shefford	Purley	West Woodhay
Bucklebury	Greenham	Shaw-cum-Donnington	Winterbourne
Burghfield	Hamstead Marshall	Speen	Wokefield
Catmore	Hampstead Norris	Stanford Dingley	Woolhampton
Chaddleworth	Hermitage	Stratfield Mortimer	Yattendon
Chieveley	Holybrook	Streatley	



5. Limitations on Collecting

West Berkshire 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.

The proposed 'Museum Development' includes Conservation Management Plans for the Museum's collections and historic buildings as part of its HLF Project Planning Grant. The CMP for the collections will include an overview of the existing collections, including significance, condition, management, documentation, storage, and opportunities for rationalisation. The CMP will also deal with the movement of collections during building works and the potential impact on collections care.

Without wishing to pre-empt any recommendations on what themes/subjects should be displayed in a redeveloped museum, there should be a strong presumption that the history of Newbury in particular and of nationally-known people/corporate bodies/events/activities in general will be pre-eminent.

The Documentation Plan includes several projects which will enhance the Acquisition & Disposal Policy, including:

- Inventory of Reserve Collections.
- Placing all objects on display on MODES (only 41% of the 1640 objects on display are on MODES, although every object has been hand-listed and digitised).
- Scrutiny of existing documentation (cards, history files, articles in publications, etc).
- Transfer of data from accession registers to Excel.

6. Collecting Policies of Other Museums and Organisations

West Berkshire Museum will take account of the collecting policies of other Museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following Museums and organisations:

- Reading Museum (with particular reference to parishes in the eastern part of West Berkshire Museum's collecting area, especially those which form the western conurbation of Reading eg Holybrook, Purley and Tilehurst)
- Museum of English Rural Life, University of Reading (with particular reference to agriculture)
- Cole Museum of Zoology, University of Reading
- Kennet & Avon Canal Trust
- Thames Valley Police Museum, Sulhamstead
- AWE Museum, Atomic Weapons Establishment, Aldermaston
- Berkshire Record Office (the current policy is to retain ownership of all archive material, and to deposit on loan archive material which would benefit from conservation/storage/access offered by Berkshire Record Office)
- Reading Local Studies Library (with particular reference to local history material which may augment existing collections)
- Hampshire County Council Museums Service (with particular reference to Archaeology, Local History and Natural History from the parishes of northern Hampshire immediately to the south of Newbury)
- Highclere Castle (with particular reference to Egyptology and/or the Earls of Carnarvon)
- The Rifles - The Royal Gloucestershire, Berkshire and Wiltshire Regiment (Salisbury) Museum (with particular reference to the Royal Berkshire Regiment)
- Royal Berkshire Yeomanry Cavalry Museum, Windsor
- Museums within pre-1974 Berkshire:
 - Abingdon Museum
 - Vale and Downland Museum, Wantage
 - Wallingford Museum

7. Policy Review Procedure

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is April 2010.

MLA South East will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

8. Acquisitions Not Covered by the Policy

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

9. Acquisition Procedures

1. West Berkshire Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that West Berkshire Museum can acquire a valid title to the item in question.
2. In particular, West Berkshire 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).
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 1st November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, West Berkshire 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.
4. So far as biological and geological material is concerned, West Berkshire 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.
5. West Berkshire Museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).
6. Any exceptions to the above clauses 8.1, 8.2, 8.3, or 8.5 will be only because West Berkshire 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 its country of origin before 1970.
7. In these cases West Berkshire 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.

10. Spoliation

West Berkshire 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

West Berkshire Museum's governing body, acting on the advice of West Berkshire Museum's professional staff, may take a decision to return human remains, objects or specimens to a country or people of origin. West Berkshire Museum will take such decisions on a case by case basis, within its legal position and taking into account all ethical implications.

12. Management of Archives

As West Berkshire Museum holds archives, including printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd edition, 2002).

13. Disposal Procedures

1. By definition, West Berkshire Museum has a long-term purpose and possesses (or intend to acquire) permanent collections in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in West Berkshire Museum's collection.
2. West Berkshire Museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.
3. When disposal of a Museum object is being considered, West Berkshire 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.

4. Decisions to dispose of items will **not** be made with the principal aim of generating funds.
5. Any monies received by West Berkshire 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, but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MLA.
6. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will be the responsibility of the governing body of West Berkshire Museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.
7. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition.
8. If the material is not acquired by any Accredited Museums to which it was offered directly, then the Museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museum Association's Museums Journal, and in other professional journals where appropriate.
9. The announcement 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, West Berkshire Museum may consider disposing of the material to other interested individuals and organisations.
10. 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
 Floor Plans of West Berkshire Museum
 Drawn by Jennie Currie, Senior Museum Assistant



2007 Edition Colour Coding		Item ref	Quantity	Title/Name, designation, material, dimension etc	Article No./Reference
Teal	Public areas	Designed by	Checked by	Approved by - date	Filename
Yellow	Staff areas				Date
Orange	Collections Storage				28/09/00
Green	Maintenance Areas				Scale
Purple	Non Museum Areas				1/00

WEST BERKSHIRE COUNCIL	THE CLOTH HALL AND GRANARY FLOOR PLANS	
	9934/9/1	Sheet 5/1

Appendix B
Collecting Area of West Berkshire Museum

