

# Document Pack



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**WEDNESDAY, 18 OCTOBER 2017**

## **TO: THE EXECUTIVE BOARD MEMBER FOR CULTURE, SPORT AND TOURISM**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE  
**EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR  
CULTURE, SPORT AND TOURISM** WHICH WILL BE HELD IN  
THE **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY  
HALL, CARMARTHEN, AT 2.00 PM, ON TUESDAY, 24TH  
OCTOBER, 2017** FOR THE TRANSACTION OF THE BUSINESS  
OUTLINED ON THE ATTACHED AGENDA.

*Mark James* CBE

**CHIEF EXECUTIVE**



PLEASE RECYCLE

<b>Democratic Officer:</b>	<b>Kevin Thomas</b>
<b>Telephone (direct line):</b>	<b>01267 224027</b>
<b>E-Mail:</b>	<b><a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a></b>
<b>Ref:</b>	<b>AD016-001</b>



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)  
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[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

# A G E N D A

- |   |         |
|---|---------|
| 1. DECLARATIONS OF PERSONAL INTEREST  |         |
| 2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 11TH AUGUST 2017. | 3 - 4   |
| 3. POLICIES TO SUPPORT CARMARTHENSHIRE MUSEUMS' ACCREDITATION STANDARD RETURN                   | 5 - 44  |
| 4. RECOVERY AND REDISTRIBUTION OF COMMUNITY ARTS DEVELOPMENT GRANT                              | 45 - 70 |

## EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR CULTURE, SPORT AND TOURISM

**11<sup>TH</sup> AUGUST 2017**

**PRESENT:** Councillor P. Hughes-Griffiths (Executive Board Member).

**The following officers were in attendance:**

J. Pritchard, Community Regeneration Officer;  
S.E. Williams, Marketing and Tourism Assistant;  
J. Owen, Democratic Services Officer.

**Room 72A, County Hall, Carmarthen - 10.00am - 10.30am.**

**1. DECLARATIONS OF PERSONAL INTEREST.**

There were no declarations of personal interest.

**2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE  
MEETING HELD ON THE 17<sup>TH</sup> JULY 2017.**

**RESOLVED** that the decision record of the meeting held on the 17<sup>th</sup> July, 2017 be signed as a correct record.

**3. EVENT SUPPORT FUND APPLICATIONS**

The Executive Board Member considered applications for assistance from the Events Support Fund which had been assessed on the basis of their contribution to the Council's Tourism, Community and Economic strategic aims. The Community Regeneration Officer and Marketing & Tourism Assistant provided further details of each event.

Following a discussion regarding application submission deadlines, Officers were requested to undertake a review of event application deadlines prior to the next financial year 2018/19.

**RESOLVED**

**3.1 that the following applications for assistance from the Events Support Fund be approved subject to the terms and conditions indicated in the criteria for the fund:-**

<b><u>Event</u></b>	<b><u>Award</u></b>
Gorslas Carnival 2017	£423.25
Autumn 2017 Rail and Road Steam Rally	£750.00
Llandovery Sheep Festival	£1000.00
Llanelli Half Marathon	£2000.00
Llanelli Festival of Walks 2018 (2018/19 Financial year)	£500.00

**3.2 that Officers review the deadlines for event application prior to the next financial year 2018/19.**

**4. LEISURE CHARGES 2017-18**

The Executive Board Member considered Leisure Charges 2017-18 report which sought approval of the detailed charges for 2017-18 which form part of the income generating plan for the leisure division for 2017/18. The report included charges for the following:-

- Cultural Services (Arts and Theatre venues)
- Sports & Leisure venues (Leisure Centres & swimming pools)
- Outdoor Recreation (Country Parks, including the Millennium Coastal Park, and Pendine Beach car park; Pendine Outdoor Education Centre

**RESOLVED to approve the Leisure Charges 2017-18 as set out in the report.**

\_\_\_\_\_  
**EXECUTIVE BOARD MEMBER**

\_\_\_\_\_  
**DATE**

**DATE: 24<sup>TH</sup> OCTOBER, 2017**

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. Peter Hughes Griffiths</b>	<b>Culture. Sport and Tourism</b>

## **SUBJECT:**

### **POLICIES TO SUPPORT CARMARTHENSHIRE MUSEUMS' ACCREDITATION STANDARD RETURN**

#### **Purpose:**

**To consider and approve revised policies to support Carmarthenshire Museums' Accreditation Standard return.**

#### **Recommendations / key decisions required:**

Approval of Access Policy Statement 2017-2022  
 Approval of Collections Care and Conservation Policy 2017-2022  
 Approval of Environmental Sustainability Policy 2017-2022  
 Approval of Documentation Policy Statement 2017-2022  
 Approval of Collections Development Policy 2017-2022

#### **Reasons:**

Museums are required to provide evidence that they continue to maintain the Accreditation Standard. An accreditation return for Carmarthenshire Museums is now due and must be submitted by 30 October 2017. The Accreditation Standard requires museums to have a number of approved policies (listed above) that support the organisation's strategic plan.

Museum Accreditation is a National Indicator for Wales – a requirement for section 10(1) of the Well-being of Future Generations (Wales) Act 2015.

Directorate: Communities Name of Head of Service: Ian Jones Report Author: Morrigan Mason	Designation Head of Leisure  Museums Development Manager	Tel No. & E Mail Address 01267 228309: <a href="mailto:IJones@sirgar.gov.uk">IJones@sirgar.gov.uk</a>  01267 228696 MIMason@sirgar.gov.uk 01267 228903
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**Declaration of Personal Interest (if any):**

None

**Dispensation Granted to Make Decision (if any):**

N/A

(If the answer is yes exact details are to be provided below:)

**DECISION MADE:**

Signed:

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER DECISION MEETING FOR**  
**CULTURE, SPORT & TOURISM**  
**DATE: 24<sup>TH</sup> OCTOBER, 2017**

**SUBJECT:**  
**POLICIES TO SUPPORT CARMARTHENSHIRE MUSEUMS' ACCREDITATION**  
**STANDARD RETURN**

**1. BRIEF SUMMARY OF PURPOSE OF REPORT.**

These policies are revisions of existing policies that received approval in 2013. Evidence that policies are regularly reviewed and formally approved is a requirement of the Accreditation Standard and must be submitted as part of the accreditation return due before 30 October 2017.

**2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS**

The policies presented here are in draft until formally approved by the governing body. The option to continue with the existing policies (2013-2018) is not recommended because they do not support the current Accreditation Standard nor the aims of the Carmarthenshire Museums Strategic Plan 2017-2022.

These revised and updated policies are informed by the Accreditation Standard and associated guidance documents, reference to similar sector policies and resource materials, and the existing museum service policies. The option for comment is welcomed.

**DETAILED REPORT ATTACHED ?**

**YES – Policies attached**

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The policies for approval underpin the Carmarthenshire Museums Strategic Plan 2017-2022, which is informed by Carmarthenshire County Council Corporate Strategy 2015-2020; Well-being of Future Generations (Wales) Act 2015; Carmarthenshire County Council Strategic Equality Plan 2015-2020; and the requirements of Museum Accreditation. The policies address access to collections and associated information, environmental sustainability, collections development, collections care and conservation, and the management of information through appropriate standards of documentation.

## 3. Finance

While Museum Accreditation is not an essential requirement for some external funding, some in this sector (Welsh Government and its associates) will not consider applications from large local authority museums that fail to meet the Accreditation standard. These revised policies support Carmarthenshire Museums' accreditation return to provide evidence the standard is maintained.

## 5. Risk Management Issues

The policies that specifically support the Museums Service approach to collections care and management (Collections Care & Conservation Policy, Documentation Policy, and Collections Development Policy) support recommendations relating to acquisition procedures and documentation practices made by Internal Audit. The policies inform onward planning and activity and support the museum service's approach to risk management of Council assets.



## CONSULTATIONS

**I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below**

**Signed: Ian Jones**

## Head of Leisure

- 1. Scrutiny Committee – N/A**

- 2. Local Member(s) - N/A**

- 3.Community / Town Council – N/A**

- #### 4.Relevant Partners

Phil Wensley, Museum Standards Officer, Museums, Archives and Libraries Division, Welsh Government

- 5. Staff Side Representatives and other Organisations - N/A**

## Section 100D Local Government Act, 1972 – Access to Information

**List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection

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# **Carmarthenshire Museums**

## **Access Policy Statement**

### **(2017-2022)**

Governing Body:  
Carmarthenshire County Council

Approval date: month 2017

Review date: month 2020



## **STATEMENT OF PURPOSE**

Our vision is to develop exceptional places that preserve and create community memories and inspire wonder, exploration and connectivity with Carmarthenshire's rich heritage and culture.

Our mission is to preserve collections and provide accessible, inclusive, exciting, sustainable services, which promote and facilitate learning, culture, heritage, tourism, regeneration, information, well-being and leisure.

We do this by:

- Caring for and interpreting our collections and historic sites to support discovery, enjoyment and learning.
- Playing an important role in the cultural, economic and social life of the county, and the health and well-being of its residents.
- Celebrating Carmarthenshire and its communities, promoting civic pride and developing a sense of cultural identity, as well as building respect and understanding of others.
- Valuing professionalism, employing experts to deliver services, and promoting opportunities for volunteers to improve and share their specialist knowledge and skills.
- Contributing to the county's tourism economy, creating places where people want to visit and stay.
- Contributing to the knowledge economy by creating and disseminating knowledge through exhibitions, displays, public learning and events, research, and publications.
- Increasingly operating in a digital environment, making collections and information available on line and providing platforms for user-generated content.

## **OUR DEFINITION OF ACCESS**

This Access Policy Statement guides Carmarthenshire Museums' approach to providing access to its collections and associated information.

We define access as something that is made possible when physical, cultural, social, financial, intellectual, psychological and emotional barriers are removed, reduced or overcome.

## **OUR COMMITMENT TO ACCESSIBILITY**

Carmarthenshire Museums are committed to providing the widest possible access to museums, collections and services for enjoyment, learning, and research within the constraints necessarily imposed by available resources, as well as consideration for the conservation and security of collections.

This policy has been informed by Carmarthenshire County Council's Strategic Equality Plan 2016-2020, which outlines how the Council will meet its responsibilities under the Equalities Act (2010) and Welsh Language Measure (2011).

Our policy is to build accessibility into everything we do. Our commitment is long term and our policy is to make continuous improvements through a process of audit and review to address access issues, as resources permit.

Our commitment to accessibility extends to staff, volunteers and work placements as well as visitors. We are committed to ongoing training in access issues for staff and volunteers.

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

- **Physical** – to enable people with physical disabilities to reach and appreciate every part of the service. This includes the needs of the elderly and of people caring for young children. Where physical access poses severe challenges (for example, in museums operating from listed historic buildings), alternative arrangements will be made to provide some experience of that part of the collection or service for visitors.
- **Sensory** – to enable visitors with impaired vision or hearing to enjoy and appreciate the museum's buildings, exhibitions and collections.
- **Intellectual** – to enable people with learning difficulties to engage with and enjoy the museum and its collections. To recognise that people learn in different ways and provide interpretation to suit a range of learning styles.
- **Cultural** – to provide all information in Welsh and English; to enable those for whom neither Welsh nor English is a first language, or whose knowledge of Welsh or British history and culture may be limited.
- **Emotional and attitudinal** – to ensure that the museums' environment and workforce are welcoming to all visitors.
- **Financial** – we will take into account that ability to pay can be a barrier to access and offer opportunities for those on lower incomes to access the service, including free admission and free events.

## MUSEUM BUILDINGS

We aim to provide equal access to Carmarthenshire County Museum, Parc Howard Museum, the Museum of Speed and our facilities for all visitors. It must be appreciated that some of our venues are listed buildings and therefore some physical adaptations are impossible or very difficult to undertake. Nevertheless we are continually working towards improving the facilities available to visitors and will actively try to make collections accessible, even when our buildings are not, through a policy of bringing the collections to people who have limited mobility or physical disabilities.

## **ACCESS TO COLLECTIONS**

Our staff are committed to increasing public access to the collections and information and to increasing knowledge and understanding of Carmarthenshire's cultural heritage.

We will aim to increase the ways people access collections through physical improvements to displays, lighting and ways information is presented. We will also explore other methods, such as extending opening times, loans to other institutions, displays in other settings such as libraries, exhibitions, handling sessions, outreach activities, and events.

To increase access to collections not on permanent display we offer behind-the-scenes tours, changing exhibitions, and provide digital content for the People's Collection, Art UK, and Stordy Digidol. Access will be balanced with the need to care for the collections, security and by the current state of collections information.

We will improve the levels of information and interpretation available to suit a wide range of audiences and abilities, ensuring all written material is presented clearly in Welsh and English.

## **ACCESS TO LEARNING**

We will provide inspiring and engaging learning opportunities for different audiences and tailor our programme to the needs of specific groups. We will be proactive in identifying underrepresented audiences and, through partnerships with educational and community organisations and initiatives such as Fusion, ensure our activities continue to improve to be enjoyed by the widest possible audiences.

## **ACCESS TO VISITOR SERVICES**

Our Museum Attendant team will receive an induction guided by corporate standards and attend regular training to ensure all visitors receive a warm welcome and offered assistance when appropriate. Our aspiration over the next two years is to increase volunteering opportunities within the galleries to help visitors connect with, learn about and enjoy collections.

We will consider the comfort of our visitors through efforts to improve the quality and accessibility of our toilets; baby changing facilities; access for pushchairs; seating throughout the museums; retail facilities; and availability of refreshments.

We have built improvements to signage, orientation tools and information provided in accessible formats into our 5-year museum development plan.

## **ACCESS TO COMMUNICATION**

We will promote our activities and events using accessible means of communication and in Welsh and English formats. This will include the development of the Museum Service's first website, which will meet web accessibility standards.

We will identify and provide a range of ways people can communicate with us, including making material in alternative formats available on request.

We will evaluate our services and ensure they meet the provision of this policy. In the case of new developments we will consult experts, users and non-users as relevant.

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# **Carmarthenshire Museums Collections Development Policy (2017-2022)**

Governing Body:  
Carmarthenshire County Council

Approval date: month 2017

Review date: month 2018



## Contents

	page
1. Statement of purpose	3
2. Principles of collections development	3
3. History of the collections	4
3.1. Carmarthenshire County Museum	4
3.2. Parc Howard Museum	5
3.3. Carmarthenshire County Hall	5
3.4. Carmarthenshire Museums since 1996 (Museum of Speed, Kidwelly Industrial Museum)	5
3.5. Carmarthen Guildhall	5
4. Collections of note and significant donors	6
5. An overview of current collections	7
5.1. Carmarthenshire County Museum	
5.2. Parc Howard Museum	9
5.3. Museum Of Speed	9
6. Themes and priorities for future collecting	10
7. Themes and priorities for rationalisation and disposal	10
7.1. Legal and ethical framework	11
8. Collections policies of other museums	11
9. Archival holdings	11
10. Acquisition	12
10.1. Human remains	
10.2. Biological and geological material	
10.3. Archaeological Material	13
10.4. Exceptions	
10.5. Spoilation	
11. Repatriation and restitution of objects and human remains	13
12. Disposal procedures	14
12.1. Disposal by exchange	15
12.2. Disposal by destruction	
13. Review	16

## **1. STATEMENT OF PURPOSE**

This policy supports the Museum Service Strategic Plan (2017-2022), which focuses on innovative use of collections and associated improvements to preservation of collections and buildings in the care of Carmarthenshire Museums. Our approach is informed by the Well-being of Future Generations (Wales) Act 2015 and Carmarthenshire County Council Corporate Strategy (2015-2020). This policy, in conjunction with the Collections Care and Conservation Policy, guides the way we will develop, make use of and increase access to collections, through a considered approach to collecting and rationalisation.

## **2. PRINCIPLES OF COLLECTIONS DEVELOPMENT**

Carmarthenshire County Council will ensure that both acquisition and disposal are carried out openly and with transparency.

By definition, Carmarthenshire Museums has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. Carmarthenshire County Council therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museums' collections.

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

Carmarthenshire Museums recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

We will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection;
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit);

- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored;
- extensive prior consultation with sector bodies has been undertaken;
- the item/s under consideration lie/s outside the museum's established core collection.

### **3. HISTORY OF THE COLLECTIONS**

Carmarthenshire's Museums Service originated more than 100 years ago. Through the foresight and generosity of public-spirited individuals and organisations and the work of later custodians, substantial, wide-ranging and extremely important collections of regional and national significance have been built up from across the whole county.

From its early origins and collecting since, Carmarthenshire Museums has acquired a collection comprising over 40,000 accessions representing some 70,000 items. These are mainly stored or displayed at Carmarthenshire County Museum, Parc Howard Museum, the Museum of Speed, the large-items bulk store at Kidwelly Industrial Museum, and books at Llandovery Library. Other collections are on display at a number of other County Council public buildings.

#### **3.1. Carmarthenshire County Museum**

In 1908 the Carmarthenshire Antiquarian Society established a county museum in Carmarthen which eventually found a home in Quay Street. The collection was drawn from the earlier collection of the Carmarthen Literary and Scientific Institution (established in 1840) and the gifts of members and the general public. The Society's mission was to gather material relating to the county, but it did accept foreign antiquities and ethnographic items from members and others. In 1923 the Society affiliated to the National Museum of Wales. Its director, Sir Cyril Fox, reported that the 'remarkable collection, second only to the National Museum, 'deserved a better home'.

The Society sold the museum and its contents to Carmarthenshire County Council in 1939. By the 1960s the building was in poor condition so, in 1974, the Council purchased the former palace of the Bishop of St. Davids at Abergwili to be the museum's new home. Now managed by the newly-created Dyfed County Council, the museum opened to the public in 1978 and became part of a larger regional museums service with Scolton Manor, the Haverfordwest Town Museum and Penrhos Cottage.

In 1996 Dyfed Museums Service was disaggregated in another round of local government reorganisation.

### 3.2. Parc Howard Museum and Art Gallery

In 1912, Lord and Lady Stepney leased Parc Howard Mansion to Llanelli Borough Council. Part of the early collections date from this time with Lady Stepney generously donating Llanelly Pottery and works of fine art for public enjoyment. Llanelli Borough Council ran the museum until local government reorganisation in 1996.

### 3.3. Carmarthenshire County Hall

During 1953-5, Iorweth Howells, Director of Education for Carmarthenshire, proposed to the County's Education Committee that "*they might consider encouraging Art in the County by establishing a collection of paintings*". His suggestion was implemented and by 1967 there were 80 works representing 47 artists in the collection, displayed throughout the county offices.

Following local government reorganisation in 1972, Carmarthenshire Museum Service assumed responsibility for the County Hall Collection. It remains a separate entity and continued to develop with the financial backing of the Cultural Services Committee during the 1970s, 80s and 90s. The collection now numbers around 200 works and the displays in County Hall are enhanced with historic maps and other items of interest from the County Museum Collection.

### 3.4. Carmarthenshire Museums Since 1996

Under a resurrected Carmarthenshire County Council, the new museum service was comprised of the County Museum, Parc Howard and the newly-built Carmarthen Heritage Centre (opened 1996) and the **Museum of Speed** (opened 1997), both projects initiated by the former Carmarthen District Council.

The service also inherited a relationship with a trust established to manage **Kidwelly Industrial Museum**, which had been enabled by Llanelli Borough Council. As well as preserving a tinplate works and telling the story of this once great industry, it was planned that Kidwelly would also interpret the story of working life in the county using larger objects held by both organisations. Kidwelly also became the location of the County store for large and bulk objects.

Carmarthen Heritage Centre closed in 2005 and the displays relocated to Carmarthen Library became the Carmarthen Town Museum. Inter-service collaboration also established heritage rooms at both Ammanford (Bro Aman / James Griffiths Room) and Newcastle Emlyn libraries. Newcastle Emlyn was short-lived and the decision was taken in 2017 to discontinue both the Bro Aman and the Carmarthen Town Museum.

### 3.5. Carmarthen Guildhall

The Guildhall contains a group of large 19<sup>th</sup> and 20<sup>th</sup> century oil paintings and 19<sup>th</sup> century furniture commissioned for the building from David Morley of Carmarthen.

The building was inherited by Carmarthenshire County Council. In 2005 the service took over administration of the collections, and accessioned the items, before the

building was transferred to the ownership of the Crown Court. The council purchased the building from the Ministry of Justice in 2016.

#### **4. COLLECTIONS OF NOTE AND SIGNIFICANT DONORS**

- George Eyre Evans was one of the driving forces of the Carmarthenshire Antiquarian Society's museum. Through his efforts a wide range of objects was acquired.
- Daniel Evans, born in Nantgaredig, became an important Sheffield businessman. He gifted many books.
- The artist Ernest Harold Jones worked on excavations in the Valley of the Kings and through his connections the museum received a gift of ancient Egyptian antiquities from Liverpool University in 1911.
- In 1912 Lord Howard and Lady Stepney leased Parc Howard to be used as a museum or other public benefit, together with the museum's founding collection.
- 1914 Herbert Eccles excavations in Coygan Cave produced the Neanderthal tools now in the collection. At 50,000 years old, these are the oldest human artefacts in the collection.
- In 1919, Lady Hill-Johnes gifted the large Dolaucothi collection. Local antiquities included a Romano-British gold pendant and chain and the Paulinus and Severinus early mediaeval inscribed stones.
- The group of early medieval inscribed stones are significant as a whole. They were collected over a number of years by the Society, the last one being in 1939. There has been one addition since then.
- In 1978 the museum received a Portland stone frieze made for John Nash's original Picton Monument, thanks to the rescue efforts of the Carmarthenshire Antiquarian Society.
- The 17<sup>th</sup>/18<sup>th</sup> century portraits of the Vaughan family of Golden Grove were purchased in 1979. Two were examined in 2017 with the conclusion that one is the work of the artist Peter Lely and the most important 17<sup>th</sup> century portrait in Wales and the other is by Mary Beale, another significant artist of the period.
- In 1987, Miss Elsa Evans gave nearly all of the contents of her home, Penrhiwbeili Farmhouse, near Talog. The collection spans the 18<sup>th</sup> to 20<sup>th</sup> centuries.
- In 1989 the glass plate negatives of amateur photographer J.F. Lloyd were discovered in the attic of his former home. They provide a fascinating picture of Carmarthen around 1890-1910.
- In 1998 a group of three portraits were purchased in the Derwydd House sale. The most prominent subject is Madam Bevan, the 18<sup>th</sup> century philanthropist and patron of Griffith Jones of Llanddowror, founder of the circulating schools.

- Significant excavation archives have been deposited at the County Museum since the 1980s and it has become a recognised repository for such acquisitions. Archives include a number of sites in Roman Carmarthen, one of only two tribal capitals in Wales, the medieval Carmarthen Greyfriars and the two castles of Dryslwyn and Laugharne.
- In 2014 the Laugharne coin hoard was formally acquired.

## 5. AN OVERVIEW OF CURRENT COLLECTIONS

### 5.1. Carmarthenshire County Museum

Carmarthenshire Museums' collections reflect the natural and human history of the whole county. The County Museum collection is broad and wide-ranging.

- **Geology** - The geological specimens include minerals and fossils from Carmarthenshire, the UK and abroad. In 2005, the collection was assessed by the National Museum of Wales under a Sharing the Treasures project. The book collection and works on paper includes relevant items.
- **Natural History** - Most of the natural history is formed from early individual collections of flora and fauna. The book collection also includes works relevant for the development of natural history studies as a subject and of local interest. In 2016, the collection was assessed as part of the all-Wales Linking Collections project funded by the Esmée Fairbairn Collections Fund.
- **Archaeology** - The archaeological collections span 50,000 years of human activity in the county and are largely a typical mix of ceramics, stone tools, metalwork and glass. Some periods are better represented than others. Since the 1970s, the collection has been enlarged by the deposition of archaeological excavation archives, including Roman Carmarthen, Carmarthen Greyfriars and the castles at Dryslwyn and Laugharne. In some cases, these include both the artefactual and the documentary archive.

Highlights of the collections include Neanderthal tools, bronze age finds, Romano-British jewellery, Roman coin hoards, and a significant collection of early medieval inscribed stones.

Other parts of Wales, the rest of the British Isles, Europe, Ancient Egypt, Mesoamerica and the classical world are also represented in small quantities.

- **Costume and Textiles** - The county museum has a large costume collection, with strengths in female costume from 1800 to 1980 (including "Welsh costume" 1860 - 1920) and military and civil uniforms.

The quilt collection is small but of national significance and the sampler collection (1776 - 2000) is of particular note. The collection also includes carpets, household linen and blankets.

- **Ethnography** - The small collection consists of material from Africa, Asia, the Americas and Oceania. In 2014, it was audited in an all-Wales project supported by the Federation of Museums & Galleries in Wales and the Museum Ethnographers Group.
- **Fine Art and Decorative Art** - These significant and large collections include oil paintings, drawings, watercolours, prints, sculpture, maps, glass, ceramics, furniture, jewellery and other personal ornaments. The fine and decorative arts collections represent Wales in general and Carmarthenshire in particular.

The fine art collection spans almost four centuries and includes a number of significant groups and works of early Welsh portraiture, which are the focus of growing interest.

The collection of Carmarthenshire furniture is fairly significant, with examples spanning almost four centuries.

The ceramics collection includes material from important Welsh potteries (Swansea, Llanelly, Ewenny and Buckley). Ceramics from the rest of the British Isles are represented, with some European material. There is a small collection of locally-produced studio pottery. Also significant is the King-Morgan collection of apothecary jars.

The decorative glass collection is small.

- **Books** - The museum holds most of the library which was acquired by the Carmarthenshire Antiquarian Society through gift and purchase. Many of the volumes are of local interest covering human history and natural history, but the collection contains significant volumes of 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> works relating to Wales and the world. Many books came from the personal libraries of members and many have bookplates of their former owners.
- **Material Culture** - The bulk of the collection falls into this category and includes social, political, educational, domestic, administrative, commercial, medical, architectural, craft, agricultural, industrial, maritime and technical history material.

Items of significance are: the contents of Carmarthenshire homes and business premises, such as Penrhiwbeili Farm and an Ammanford tailor's shop; agricultural tools and associated rural crafts; domestic household items from the 16<sup>th</sup>-20<sup>th</sup> centuries; statutory weights and measures from Carmarthenshire; 18<sup>th</sup> to 20<sup>th</sup> century shop signs; the tinplate mills and contents at Kidwelly; material related to the coal industry; a fine collection of WW1 posters and Carmarthenshire love-spoons.



- **Numismatics** - The collection of coins, medals, medallions, tokens and notes is broad based and includes a large number of foreign coins. Local tokens and banknotes are well represented. Also included is General Picton's Waterloo medal.
- **Photographs** - The photographic collection mainly represents Carmarthen and its immediate area. It includes the J.F. Lloyd collection from 1890 - 1910.
- **Weapons** - A mixed collection, mainly composed of 19<sup>th</sup> and 20<sup>th</sup> century firearms and edged weapons.

## 5.2. Parc Howard Museum

The Parc Howard collection focuses on decorative and fine arts and the social history of Llanelli as it grew to become Carmarthenshire's largest town during the industrial revolution.

- **Material Culture** - The bulk of the collection falls into this category and relates to Llanelli's commercial, industrial, maritime, political and social history. A notable object is a Stepney spare wheel.
- **Fine Art** - A small yet significant collection of works of art by Llanelli artists, artists with a connection to the area or Wales in general, or subjects associated with Llanelli. It includes works by J. D. Innes, Charles William Mansel Lewis, Hubert von Herkomer, Christopher Williams, John Bowen and Tony Evans.
- **Decorative Art** - Reputed to be the largest and most representative collection of Llanelli pottery in public ownership and as such is of local and national importance. Also a large collection of glass and earthenware bottles.
- **Costume and Textiles** - a small collection of mainly 20<sup>th</sup> century costume.
- **Photographs** - a small photographic collection of local interest.
- **Ethnography** - a very small ethnological collection.
- **Geology** - a very small geological collection.

## 5.3. Museum Of Speed

Opened to the public in 1997, this seasonal museum does not have a dedicated collection. Babs, the 1920's land speed car, is a summer loan and the majority of the other items are on loan too. A small number of items are drawn from the County collection, including a motorbike.

## **6. THEMES AND PRIORITIES FOR FUTURE COLLECTING**

Carmarthenshire Museums recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation and use of collections will meet the requirements of the Accreditation Standard.

We will establish a Collections Development Panel<sup>1</sup> to provide a robust framework for considering new acquisitions in terms of significance, value, risk, and areas of strength and weakness in existing collections.

We will continue to collect both historic and contemporary material to record the diversity of Carmarthenshire's heritage. The decision process will be informed, transparent and documented through the Collections Development Panel.

Future collecting will be accountable and rigorous and will be shaped by community engagement, expert opinion and the outcomes of the current collections rationalisation review.

Items considered for acquisition will be assessed to identify cost implications of conservation and long term care<sup>2</sup>.

This Policy recognises that some communities and histories are underrepresented and will adopt a widely consultative approach to identifying areas for development. For example, the proposed redevelopment of the Museum of Speed presents an opportunity to actively develop a new approach to collecting narratives around the theme of land speed attempts and racing at Pendine Sands.

The service will continue to collect items of Treasure in accordance with the Treasure Act and it will seek to acquire portable antiquities discovered in Carmarthenshire when key items are identified, such as through the Saving Treasures, Telling Stories project and the Portable Antiquities Scheme (Cymru). The service will not accept excavation archives which are non-artefactual.

## **7. THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL**

The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review.

The outcome of the 2017 review and recent surveys of the geology, natural history and weapons collections and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well-managed collection.

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<sup>1</sup> With representatives of Carmarthenshire County Council Cultural Services and external specialists and advisors as applicable.

<sup>2</sup> Collections Care and Conservation Policy 2017-2022

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

Areas of the collection that may be considered for rationalisation include archaeology, books, fine art, geology, material culture, natural history and weapons. An important consideration is a lack of information about provenance and relevance to the story of Carmarthenshire.

### **7.1. Legal and ethical framework for acquisition and disposal of items**

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

## **8. COLLECTING POLICIES OF OTHER MUSEUMS**

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

Specific reference is made to the following museums and other organisations:

- Brecknock Museum
- Ceredigion Museum
- Glynn Vivian Museum & Gallery
- Amgueddfa Cymru-National Museum Wales
- National Library of Wales
- Swansea Museum
- Kidwelly Industrial Museum (Trust)
- Pembrokeshire Museums Service
- National Monuments Record (RCAHMW)

In addition, the interests of the Welsh regimental museums and specialist museums associated with land speed record attempts and transport will be considered.

## **9. ARCHIVAL HOLDINGS**

The service holds some archival material in the form of documents, photographs, printed ephemera, the documentary component of excavation archives, film and sound recordings in both physical and digital formats. The service will liaise with the Carmarthenshire Archives Service and follow codes of practice to ensure that standards of preservation are maintained.

For archaeological excavation archives which contain archival materials, the service will promote the standards and best practice guidance established by the National Panel for Archaeological Archives in Wales to organisations seeking to deposit such material.

## **10. ACQUISITION**

- a. The policy for agreeing acquisitions is that proposals for acquisition are assessed by a Collections Development Panel, which will meet every two months or be consulted by e-mail where quick decisions may be needed with regard to auction sales. Decisions will be taken with reference to paragraphs b–d below and to the overall Collections Development Policy, to existing collections, a conservation assessment and an analysis of relevant costs, from purchase through to storage and display. Where necessary, specialist advice will be sought. This process of acquisition will be documented.
- b. The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. Occasionally, the service may acquire items that will be used as part of an educational or handling collection, but will not be formally accessioned in to the collection, since their intended use implies that preservation cannot be guaranteed. This must be agreed in writing with the donor. Such acquisitions will be recorded separately.

### **10.1. Human Remains**

As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

### **10.2. Biological and Geological Material**

So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife

protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

### **10.3. Archaeological Material**

The museum will not acquire archaeological material 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.

In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

For archaeological excavation archives, the service will promote the standards and best practice guidance established by the National Panel for Archaeological Archives in Wales to organisations seeking to deposit such material.

### **10.4. Exceptions**

Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin;
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

### **10.5. Spoliation**

The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

## **11. REPATRIATION AND RESTITUTION OF OBJECTS AND HUMAN REMAINS**

The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the first five procedures described in ‘Disposal Procedures’ below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## **12. DISPOSAL PROCEDURES**

- a. All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- b. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- c. When disposal of a museum object is being considered, the service will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- d. When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- e. The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- f. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- g. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- h. If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

- i. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- j. Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. The preference is the purchase of further acquisitions but improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be considered. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from MALD.
- k. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

### **12.1. Disposal by exchange**

The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be

allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

## **12.2. Disposal by destruction**

If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

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

## **13. REVIEW**

This policy replaces the previous Collections Development Policy 2013-2018. The period of Carmarthenshire Museums Strategic Plan 2017-2022 represents a period of service change and development, particularly with regard to collections development. For this reason, this policy will be reviewed initially after 12 months following formal approval and thereafter every 24 months.

MALD (Museums, Archives and Libraries Division, Welsh Government) will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.



# **Carmarthenshire Museums**

## **Collections Care and Conservation Policy**

### **(2017-2022)**

Governing Body:  
Carmarthenshire County Council

Approval date: month 2017  
Review dates: month 2018, 2020, 2022



## **STATEMENT OF PURPOSE**

This policy supports the Museum Service Strategic Plan (2017-2022), which focuses on improvements to preservation of collections and buildings in the care of Carmarthenshire Museums. Our approach is informed by the Well-being of Future Generations (Wales) Act 2015 and Carmarthenshire County Council Corporate Strategy (2015-2020). This policy guides the way we will maximise the safe use of and access to collections, make cost-effective and sustainable use of resources, and promote opportunities for improving knowledge and expertise in collections care and the ethics of conservation.

## **PRINCIPLES OF COLLECTIONS CARE AND CONSERVATION**

This policy covers all preventative and remedial conservation activities that are designed to preserve the cultural heritage assets of Carmarthenshire Museums, including historic sites, listed buildings and collections. It also applies to objects in the care of the Museums (for example, other County collections or loan exhibitions). This policy relates to all staff and volunteers of Carmarthenshire Museums.

We will manage collections well so that they will be a valued asset for future generations.

We will find innovative and sustainable solutions to promote physical and digital access to collections, while minimising risks to collections and people.

We will increase understanding of conservation, such as the physical nature and needs of objects, and contribute to regional and national programmes and dialogues.

We will aim to present objects/collections in the best possible condition.

## **COLLECTIONS AND CONSERVATION CARE APPROACH**

Preservation of collections and cultural heritage assets will be approached through a process of assessment and risk management, with resources targeted according to agreed priorities. We recognise that standards of care may vary according to significance, such as rarity, value, fragility and/or public access demands.

Carmarthenshire Museums will employ a Conservation Officer with responsibility for coordinating and delivering preventative and remedial conservation activity according to an agreed annual activity plan.

Specialist remedial conservation will be undertaken by or under the supervision of a professionally accredited conservator (ACR).

All collections care and conservation documentation will be to Spectrum standard and recorded on a secure Collections Management System (CMS).

Museum activities will be informed by the Benchmarks in Collections Care framework and will aim to meet appropriate published standards (e.g. BSI PD 5454:2012) and specifications (PAS 198:2012).

Where Carmarthenshire Museums identifies that it is unable to provide acceptable levels of care for an object, or where better care and/or access to the object can be provided by another organisation, rationalisation will be considered using the ethical framework of the Museum Association's *Disposal Toolkit*.

Items considered for acquisition will be assessed to identify cost implications of conservation and long term care.

Items for inclusion in handling collections will be selected under the guidance of the Conservation Officer who will identify and record appropriate access levels and oversee their continued care.

## **BUILDINGS (PROPERTY) AND ENVIRONMENTS**

Carmarthenshire Museums will work closely with internal partners to ensure that collections are kept in buildings that can provide acceptable environmental and security standards for collections preservation.

Continuous monitoring of internal environments of buildings where collections are permanently exhibited and stored will be extended across all sites to aid achieving the conditions that promote the conservation of collections.

New building design will be informed by published standards and designed to favour passive controls for reasons of economy and environmental sustainability.

Improvements to older properties, including listed buildings, will be designed to achieve acceptable parameters for environmental conditions to enable the expected collection lifetime to be achieved.

Carmarthenshire Museums recognise that the maintenance of a building's fabric and services is fundamental to the preservation of both buildings and collections. Working with Carmarthenshire County Council Property Services and other partners, we will seek to secure adequate funding and promote good practice in these areas.

Standards of cleaning, housekeeping and Integrated Pest Management (IPM) will be raised across all areas of museum activity through an ongoing staff and volunteer training and development programme.

Objects that may be infested (either when already on or entering Museum premises) must be appropriately quarantined.

## **EMERGENCY PLANNING**

The Conservation Officer and other key members of the emergency response team will review and test Carmarthenshire Museums Emergency Plans annually.

The Conservation Officer must be notified immediately of any incident involving collections.

In the event of an incident, the response team should include the Conservation Officer (or nominated representative) with the appropriate knowledge and expertise to supervise the handling and care of collections in the aftermath of an emergency.

## **LOANS AND EXHIBITIONS**

A process of ensuring lenders' conservation requirements can be met will be completed before agreeing to borrow objects.

A risk assessment will be made before any agreement to loan objects from Carmarthenshire Museums collections.

A condition report will be made before an object is lent.

Objects borrowed and loaned will be condition checked on arrival and departure.

Records will be kept of loan or exhibition processes in accordance with Spectrum and added to the object's individual record on the CMS.

Conservation implications will be considered at the start of display and exhibition planning.

Specialist trained staff and contractors will be used to handle and transport large, heavy and/or fragile objects.

## **REMEDIAL CONSERVATION**

Only trained conservators will carry out remedial treatment. Some treatments may be carried out in-house by less experienced conservators under supervision of an appropriate ACR. Contracted work will usually only be carried out by conservators accredited by ICON.

Volunteers and interns may be engaged in basic object cleaning under supervision of a suitably qualified conservator.

## **TRAINING, LEARNING AND DISSEMINATION**

All staff and volunteers will be made aware of the issues around housekeeping, security, handling objects and working within a museum environment as part of their induction.

Basic training in object handling will be provided for anyone that has direct contact with collections.

The Conservation Officer will provide training in conservation, collections care and emergency preparedness appropriate to the needs of staff and volunteers, using external providers where appropriate.

Carmarthenshire Museums will engage with regional and national networks and share expertise and information as widely as possible with diverse groups of learners and in response to requests from individuals and institutions.

## **STAFFING AND BUDGETS**

Carmarthenshire Museums Strategic Plan will be reviewed in order to balance available resources against the needs of raising and professionalising standards of collections care and preservation.

When acquiring large collections, a due diligence exercise should be undertaken, such as seeking endowments for their housing, care and conservation.

External funding for specific conservation projects will be sought where appropriate.

## **REVIEW**

The period of Carmarthenshire Museums Strategic Plan 2017-2022 represents a period of service change and development, particularly with regard to collections care practices. For this reason, this policy will be reviewed initially after 12 months following formal approval and thereafter every 24 months.

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# **Carmarthenshire Museums Documentation Policy Statement (2017-2022)**

Governing Body:  
Carmarthenshire County Council

Approval date: month 2017

Review date: month 2020



## INTRODUCTION

Museum documentation is the management of information about collections. Recording collection information is central to being accountable for the collections, their accessibility, care, management, research, study, interpretation and use.

Documentation therefore underpins every aspect of Carmarthenshire Museums' activity.

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

## AIMS AND OBJECTIVES

The aim of this Policy is to ensure that we fulfill our guardianship, stewardship and access responsibilities. Through implementation of this policy, our objectives are to:

- Enable Carmarthenshire Museums to meet the requirements of the Museum Accreditation Scheme;
- Demonstrate commitment to meeting minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;
- Improve accountability for the collections;
- Enable the service to care for objects by making collections information accessible;
- Extend access to collection information for all other legitimate uses;
- Allow the service to respect the rights of others, whilst also protecting its own rights;
- Strengthen the security of the collections;
- Ensure our creditability with emergency services, insurers, funding bodies, potential donors and the public.

## ACCOUNTABILITY

The museum will follow the accountability principles defined by the Museums and Galleries Commission;

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

## LEVELS OF DOCUMENTATION

Carmarthenshire Museums is committed to recording significant information about items in our care so that each object we are legally responsible for (including loans as well as long term collections) can be identified and located.

For the majority of our collections, service staff will document to individual item level. However, for certain collections, for example bulk archaeological excavation



material, it is neither feasible nor practical to document the material in this detail, and we will document items at group level.

Accreditation requires that SPECTRUM Primary Procedures (Object Entry, Acquisition, Cataloguing, Location and Movement Control, Loans in, Loans Out and Exit) are used.

These procedures are in place and are applied to all current collections management activities. However, the information held by Carmarthenshire Museums about objects in the existing collections does not always meet the minimum standard for these procedures. This will be addressed retrospectively to raise the level of catalogue detail.

Additional SPECTRUM procedures will be introduced according to the demands of the service and any future Accreditation requirements.

Each SPECTRUM primary procedure is outlined in individual policy notes relating to the procedure.

All primary procedures are outlined in the Documentation Procedural Manual.

These documents are available on the shared computer drive and in hard copy at Carmarthenshire County Museum/Carmarthenshire Record Office.

## **COMPUTERISATION OF RECORDS**

Carmarthenshire Museums aims to create and maintain a fully digitised computer catalogue by 2020, which will assist the service to manage collections better and make information available more easily to its users.

At present records are a mix of physical and digital sources. More detail is available in the Documentation Procedural Manual.

The current CALM (v.9.3.0) database supports the SPECTRUM Primary Procedures. CALM was introduced to the service in 2003. It supersedes a FileMaker database, which replaced the manual data entry system in 1992. All electronic records have been migrated into CALM. CALM sits on the council server at a central location separate to the museum service.

In October 2017 the service has a total 41,200 accession records across both formats.

Of the 41,200 records, 13% exist only as physical record cards and need to be transferred into the database.

Of the 41,200 records, 17% represent the records migrated into CALM from FileMaker. This data needs to be verified for consistency with the records created since 2003.

The service will address these weaknesses as part of a process of continuous improvement of the information held on the database in order to achieve our aim.

### **CONTROLLED ACCESS TO SENSITIVE INFORMATION**

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

### **SECURITY AGAINST LOSS OF IRREPLACEABLE COLLECTION INFORMATION**

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised. We will update manual and computerised records as appropriate.

Carmarthenshire County Council has a regular back-up cycle for the database on the Council's server, which ensures that data is not lost.

All physical record cards will be archived once equivalent digital versions have been created and the service is satisfied that the digital record is a true record. However, key documents such as accession registers and original receipt documentation recording loans and accessions will be kept with Carmarthenshire County Council Modern Records.

In order to ensure that our current database does not become obsolete, the service will remain informed of technological advances and ensure the long-term accessibility of the information held.

# **Carmarthenshire Museums**

## **Environmental Sustainability Policy**

### **(2017)**

Governing Body:  
Carmarthenshire County Council

Approval date: month 2017

Review date: month 2020



This Environmental Sustainability Policy is informed by the Well-being of Future Generation (Wales) Act 2015 and Carmarthenshire County Council Corporate Strategy 2015-2020, which Carmarthenshire Museums as a Carmarthenshire County Council service is governed by.

This policy will guide the activities of Carmarthenshire County Museum, Parc Howard Museum, the Museum of Speed, and any future museum capital development schemes.

Carmarthenshire Museums subscribes to the Carmarthenshire County Council vision *“for a Carmarthenshire that enables people to live healthy and fulfilled lives by working together to build strong, bilingual and sustainable communities.”* (Integrated Community Strategy for Carmarthenshire 2011-2016)

Carmarthenshire Museums will support this vision and the sustainable development principles of the Well-being of Future Generations (Wales) Act as follows.

We will:

- Place energy reduction at the forefront of museum capital development plans through improvements to insulation, heating efficiency, water consumption, lighting, and environmental monitoring.

- Ensure new build schemes meet enhanced sustainability standards, such as BREEAM or Passivhaus.

- Involve staff and volunteers in identifying and acting on changes in behaviours and actions to reduce our service’s energy consumption and water use.

- Work with local partners and community groups to improve the quality of green spaces around our museums and ensure they are managed to conserve and promote biodiversity.

- Communicate appropriate messages through our museum displays about environmental sustainability to help inform visitor attitudes and behaviours.

- Take an environmentally sustainable approach to exhibitions, collections care and conservation.

- Reduce waste by promoting more opportunities for re-using materials and recycling.

- Adopt a sustainable approach to procurement where possible, including purchasing goods made from recycled materials, Fair Trade suppliers, and items produced locally.

- Promote opportunities for travelling to museums using sustainable transport.

- Prevent pollution to air, water and land through effective emergency planning.

- Communicate our approach to environmental sustainability and publicise our achievements with staff and the public.

**24<sup>TH</sup> OCTOBER 2017**

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. Peter Hughes Griffiths</b>	<b>Culture, Sport &amp; Tourism</b>

## **RECOVERY AND REDISTRIBUTION OF COMMUNITY ARTS DEVELOPMENT GRANT**

### **Recommendations / key decisions required:**

1. Permission is required to write to Llais (County umbrella youth theatre body), to recover £8,496.90 of undistributed community arts development grant paid to the organisation in 2012.
2. Upon recovery of the grant to return it to the "Culture / Arts Fund" and distribute the recovered money in accordance with the procedure and application process appended.

### **Reasons:**

1. During an audit of the arts development section, advice was taken in regard to a payment in 2011/2012 to Llais, an umbrella organisation supporting youth theatre in the County. The arts development section are aware that there is an undistributed balance of circa £8,496.90 of grant in the organisation's bank account. Llais is no longer fit for purpose, does not operate, does not meet and has no means of distributing the grant given in 2012.
2. Following recovery of the sum it will be available for redistribution as a "Culture / Arts Fund". In order to achieve this an application procedure and form has been drafted for approval.

Directorate Communities Name of Head of Service: Ian Jones Report Author: Eleri Retallick	Designation:  Head of Leisure Principal Arts Officer	Tel No. 01267 228309 07748 270439 E Mail Address: <a href="mailto:ljones@carmarthenshire.gov.uk">ljones@carmarthenshire.gov.uk</a> <a href="mailto:ERetallick@carmarthenshire.gov.uk">ERetallick@carmarthenshire.gov.uk</a>
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**Declaration of Personal Interest (if any):**

**Dispensation Granted to Make Decision (if any):**

**DECISION MADE:**

**Signed:**

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD MEMBER DECISION MEETING FOR CULTURE, SPORT & TOURISM

### 24<sup>TH</sup> OCTOBER 2017

#### Recovery and Redistribution of Community Arts Development Grant

Llais was established in circa 2002/03 to be the umbrella body for the youth theatres of Carmarthenshire with the aim of sharing best practice and working in collaboration. In the early days this was achieved and membership consisted of the following organisations:

Carmarthen Youth Opera  
Theatr Ieuenctid Cwm Gwendraeth  
Clwb Saib Bach\*  
Galaxy Arts  
Llanelli Youth Theatre  
Merlin Youth Theatre\*  
Ysgol Berfformio Dyffryn Tywi\*  
Mess Up the Mess

(\*now no longer exist).

It became increasingly obvious that there was no appetite for the continuation of the Llais organisation despite several attempts to kick start/continue the good work. There is no capacity within the organisations to sustain this. Since the last tranche of grant was paid in 2012 there has been no significant work undertaken /meetings held by the organisation unless prompted by the Principal Arts Officer. Llais holds as at 31/12/16 £8496.90 which was paid out in 2012 and was intended to be used as seed money for their development.

The Principal Arts Officer had the opportunity recently during the audit of the Arts Development section to raise concerns that this grant remains unspent. A letter proposing the recovery of the funding has been drafted in conjunction with the legal team.

This report therefore recommends the recovery of the remaining balance of the money paid out to Llais in 2012 to support a Culture / Arts Fund and to redistribute this money to organisations who can apply for a small grant to support their arts development work. Indeed this will benefit those members of Llais who are active, to access funds if they meet the criteria. A proposed application form and process is attached.

**DETAILED REPORT ATTACHED?**

**YES –**

- Draft Letter Proposing recovery of Funding
- Proposed Application Form & Procedure

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The County Council's Transformations Regeneration Plan 2015-2030 highlights the aim to *transform the overall economic, environmental, cultural and social well-being of Carmarthenshire*. The money recovered from Llais will be used to support Culture / Arts activity and to complement the existing Events Support Scheme.

## 2. Legal

CCC's Legal Department have been consulted in regard to the recovery of the grant and the letter composed to the Vice-Chair meets with their approval.

## 3. Finance

The funding for the Culture / Arts grant will be provided from the funds recovered from Llais.

## 4. Risk Management Issues

As a third party grant, the responsibility for successful scheme delivery is with the applicant who under the terms of the scheme is only allowed to make a claim after the expenditure has been incurred.



# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

1. Scrutiny Committee – N/A

2. Local Member(s) - N/A

3. Community / Town Council – N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations - N/A

Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Notes in relation to the way forward with regards to Llais, including Draft Letter to Llais		The Gate, St Clears .Principal Arts Officer's Office
Funding Application Form. Culture /Arts Fund		As above

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Suggested Letter ( to the Vice Chair of Llais, Wyn Davies former Director of Finance CCC – no Chair in position ).

Dear Wyn ,

As you are aware Llais, the umbrella body for the Youth Theatres has seemingly been inactive for a number of years. Whilst the concept of the organisation was originally sound and a number of exciting projects have happened over the years, through no fault of its own, it no longer seems fit for purpose. Indeed, in addition there does not seem to be the capacity within the remaining member bodies to energise or work within its original framework.

To this end, may I suggest the organisation known as LLAIS is dissolved in accordance with its constitution and that the money of £8496.90 or whatever the final exact amount is, to be put into a new Community Arts Fund to be managed by the Carmarthenshire County Council Arts Development Department? This new approach will indeed give individual Theatre Groups and others an opportunity to access funds if eligible/meet criteria which Llais have not been able to do since 2012.

I would welcome the opportunity of discussing this and if you need assistance in calling an Extraordinary meeting to wind up the organisation.

I look forward to hearing from you

Kind Regards

Eleri Retallick

Principal Arts Officer

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**Datganaid**

Ar ran \_\_\_\_\_ (enw'r corff / mudiad derbyn) gallaf gadarnhau bod y wybodaeth a gynhwysir yn y ffurflen hon yn union a chywir ac wedi'i chymeradwyo gan \_\_\_\_\_ (nodwch enw'r corff arolygol perthnasol e.e. pwyllgor neu fwrdd rheoli).

**Llofnodwyd:** .....

**Swydd yn y corff / mudiad:** .....

**Dyddiad:** .....

Telir y grant ar gyfer yr union bwrpasau a gymeradwywyd. Rhaid i unrhyw newidiadau i'r prosiect cyfalaf neu refeniw a gymeradwywyd gael eu cytuno'n ysgrifenedig gan y Cyngor Sir. Bydd y Cyngor Sir yn mynnu bod yr arian yn cael ei ad-dalu os na chaiff ei ddefnyddio ar gyfer y pwrpas a nodwyd ac a gymeradwywyd.

**Declaration**

On behalf of \_\_\_\_\_ (name of recipient organisation) I can confirm that the information contained in this form is accurate and true and has been approved by \_\_\_\_\_ (please enter the relevant overseeing body e.g. management committee or board).

**Signed:** .....

**Position in organisation:** .....

**Date:** .....

Grant is for the express purposes approved. Any changes to the approved capital or revenue project must be agreed in writing by the County Council. The County Council will require repayment if the funding is not used for the stated and approved purpose.

1. Enw llawn y corff / mudiad.  
 Full Name of organisation.

2. Manylion y corff / mudiad.  
 Organisation details.

Enw Cyswllt: Contact Name:	
Statws: Status:	Rhif Ffôn: Tel:
Cyfeiriad Cyswllt: Contact Address:	Côd Post: Post Code:

3. Statws y corff / mudiad e.e. Elusen, Cwmni Cyfyngedig, Cwmni Cyfyngedig trwy Warant.  
 Status of organisation e.g. Charity, Limited Company, Company Limited by Guarantee.

4. Diben y corff / mudiad.  
 Purpose of the organisation.

5. A yw'r corff / mudiad wedi'i gofrestru'n elusen gan y Comisiynwyr Elusennau?  
 Is the organisation registered as a charity by the Charity Commissioners?

6. Rhif yr Elusen  
 Charity Number

7. Adnoddau'r corff / mudiad.  
 Resources of organisation.

**Amgaewch Ddatganiad sy'n Dangos Incwm a Gwariant**  
**Please supply an Income & Expenditure Statement**

Asedau: Assets:
Cyfanswm yr Incwm Blynnyddol: Total Annual Income:
Cyfanswm y Gwariant Blynnyddol: Total Annual Expenditure:

8. A yw'r ymgeisydd wedi'i gofrestru ar gyfer T.A.W.?  
Is the applicant V.A.T. registered?

9. Amgaewch gopi o'r:  
Please attach a copy of:

Cyfansoddiad / rheolau  
Constitution / set of rules

Ydw / Yes ☐

Datganiad cyfrifon archwiliedig diwethaf  
Copy of most recent audited accounts

Ydw / Yes ☐

10. A dderbyniodd y corff / mudiad unrhyw grant gan y Cyngor Sir yn ystod y tair blynedd diwethaf?

Has the organisation received any grant from the County Council during the last three years?

Do / Yes ☐

Na ddo / No ☐

Os felly rhoddwch fanylion  
If yes please give details below.

Blwyddyn / Year	Enw'r grant / Grant name	Swm £ / Amount £
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11. A dderbyniodd y corff / mudiad unrhyw grant o unrhyw ffynonellau cyhoeddus eraill yn ystod y tair blynedd diwethaf?  
Has the organisation received grant from other public sources within the last three years?

Do / Yes ☐

Na ddo / No ☐

Os felly rhoddwch fanylion  
If yes please give details below.

Blwyddyn / Year	Swm £ / Amount £	Ffynhonnell / Source

12. A yw'r corff / mudiad yn gwneud cais am gyllid i unrhyw ffynhonnell arall neu'n derbyn cyllid gan unrhyw ffynhonnell arall, ar hyn o bryd? Os felly rhoddwch fanylion.  
Is the organisation currently applying for or receiving funding from any other source for this project? If yes please give details.

13. Dyddiad dechrau'r gweithgaredd / digwyddiad.

Man cynnal / lleoliad.

Dyddiad gorffen y gweithgaredd / digwyddiad.

14. Manylion y prosiect.  
Project details.

15. Amcangyfrif o'r canlyniadau.



Estimated outputs.

Nifer y cyfranogwyr Number of participants		Nifer y digwyddiadau a gynhelir Number of events held	
Nifer yn y gynulleidfa Numbers in audience		Nifer y bobl i gael hyfforddiant Number of people trained	
Nifer y busnesau lleol sy'n gysylltiedig â'r gweithgaredd neu'r digwyddiad Number of local Business involved		Nifer yr artistiaid proffesiynol sy'n gysylltiedig â'r gweithgaredd neu'r digwyddiad Number of professional artists involved	
Nifer y bobl fydd yn derbyn cymhwyster Number of people obtained qualification			

16. A fyddwch chi'n gallu darparu ar gyfer pobl ag anghenion arbennig - fel cyfranogwyr posibl ac fel cynulleidfa? Rhoddwch fanylion.  
Will you be able to cater for people with special needs – both as participants and audience?  
Please give details.

17. A oes gennych noddwr? Rhoddwch fanylion.  
Do you have a sponsor? Please give details.

18. Manylion ariannol.  
Financial details.

Total project cost

19. Sut y caiff y costau hyn eu cyllido?  
How will these costs be funded?

20. Incwm amcanol.  
Projected income.

6 Page 58

Cost pob tocyn <i>Costs per ticket</i>		
Cost pob rhaglen <i>Costs per programme</i>		
Incwm arall e.e. <i>raffl</i> <i>Other income e.g. raffle</i>		

Incwm Amcanol  
*Projected Income*

21.

Arian y gwneir cais amdano (hyd at 50%) <i>Grant Sought (max 50%)</i>	
Refeniw <i>Revenue</i>	
Cyfalaf <i>Capital</i>	

22. Rhoddwch fanylion am unrhyw gymorth heblaw am gymorth ariannol.  
*Please give details of any non-financial support.*

Nifer y gwirfoddolwyr <i>Number of volunteers</i>	
Nifer yr oriau <i>Number of hours</i>	

*(Bydd Cyngor Sir Caerfyrddin angen taflenni cofnodi ar gyfer gwirfoddolwyr).*  
*(Carmarthenshire County Council will require volunteer record sheets).*

23. A oes gan eich corff / mudiad Bolisi Cyfle Cyfartal ysgrifenedig?  
*Does your organisation have a written equal opportunities policy?*

Os oes, amgaewch gopi.  
*If yes please attach copy.*

Oes / *Yes* ☐  
Nac Oes / *No* ☐

A yw eich polisi yn cael ei fonitro?  
*Is your policy monitored?*

Oes / *Yes* ☐  
Nac Oes / *No* ☐

Os ydyw, esboniwch sut.  
*If yes explain how.*

24. A yw eich corff / mudiad yn ceisio sicrhau bod y staff a'r gwirfoddolwyr yn cael hyfforddiant o ran y sgiliau sydd eu hangen arnynt i gyflawni'r gweithgareddau sydd yn cael eu darparu gan y corff / mudiad? Esboniwch sut.  
*Does your organisation seek to ensure that staff & volunteers receive training in skills required to deliver the activities provided by the organisation? Please explain how.*
25. Sut yr ydych yn trefnu bod eich grŵp cleientiaid yn gysylltiedig â'r broses gwneud penderfyniadau?  
*How do you involve your client group in decision-making process?*
26. Sut y byddwch yn monitro ac yn pwysu a mesur effeithiolrwydd y gweithgareddau yr ydych yn cyflwyno cais am arian ar eu cyfer?  
*How will you monitor and evaluate the effectiveness of the activities for which you are seeking funding?*
27. A ydych wedi cynnwys yr atodiadau a'r cynlluniau canlynol i ategu eich cais?  
*Have you included the following appendices and plans attached to support your application?*  
Ticiwch *Please tick*

Cyfrifon <i>Accounts</i>	
Cyfansoddiad <i>Constitution</i>	
Cadarnhad ynghylch arian cyfatebol <i>Confirmation match funding</i>	
Cynllun busnes <i>Business plan</i>	
Arall (rhestrwch) <i>Other (please list)</i>	

Deddf Diogelu Data 1998  
The Data Protection Act 1998

Bydd yr Awdurdod yn cadw cofnod o'r wybodaeth a nodir ar y ffurflen gais hon. Bydd swyddogion yr Awdurdod yn defnyddio'r wybodaeth hefyd er mwyn monitro, adolygu a dadansoddi'r cynlluniau Grant.

The information in this application form will be held by the Authority in its records. Information given will also be used by officers of the Authority for monitoring, review and analysis of its Grant schemes.

Danfônwch y ffurflen nol i :-  
Please return the completed form to:-

Eleri Retallick  
Pen Swyddog Y Celfyddydau/Principal Arts Officer  
Cyngor Sir Caerfyrddin /[Carmarthenshire County Council](#)  
Y Gat /The Gate  
Heol y Pentre/Pentre Road  
San Cler/St Clears  
Sir Gaerfyrddin /[Carmarthenshire](#)  
SA33 4AA

Rhif ffôn Tel: (01267224963)  
e-bost e-mail: [Eretallick@carmarthenshire.gov.uk](mailto:Eretallick@carmarthenshire.gov.uk)

**\*\*\*Ni ellir derbyn copi e-bost \*\*\***  
**\*\*\* No e-mail versions can be accepted \*\*\***

**\*\*\*Derbynnir copïau papur yn unig a'r rheiny wedi'u llofnodi\*\*\***

\*\*\* Signed hard original copies only \*\*

Cronfa Diwylliant/Celfyddydau  
**Meini Prawf a Chanllawiau**

**Nod y Cynllun**

Cefnogi amrywiaeth eang o ddigwyddiadau celfyddydol a diwylliannol, gan gynnwys gwyliau, cyngherddau, perfformiadau, arddangosfeydd ac ati, yn Sir Gaerfyrddin.

1. **Pwy all wneud cais:**

Gwahoddir ceisiadau oddi wrth gyrff/mudiadau am gymorth grant ar gyfer digwyddiadau/gweithgareddau sy'n hyrwyddo diwylliant a'r celfyddydau.

Rhaid i'r gyrff/mudiadau fod:-

wedi'u cofrestru'n elusen, neu'n  
gorff/mudiad dielw

2. **Ardal Ddaearyddol:**

Cynigir grantiau yn unig ar gyfer gweithgareddau/digwyddiadau sydd o fudd mesuradwy i'r gymuned leol. Bydd y Cyngor Sir yn dwys ystyried math ac ansawdd y digwyddiadau/gweithgareddau a argymhellir.

3. **Cyfradd y Grant:**

Dyfernir y Cymorth Grant ar sail canran o holl gost y prosiect (**namyn incwm**) hyd at uchafswm o 50% a dim mwy na £1,500.

Cynigir cymorth grant ar gyfer digwyddiadau/gweithgareddau untro, ni chynigir cymorth ar gyfer costau parhaus o flwyddyn i flwyddyn e.e. cyflog/rhent ac ati.

Rhaid i Ddigwyddiadau Blyneddol ddangos elfennau o ddatblygiad ers y ceisiadau blaenorol. Rhoddir blaenoriaeth i brosiectau newydd a blaengar.

Rhaid i geisiadau gael eu cyflwyno 3 mis cyn y dyddiad y bwriedir cychwyn y prosiect a does dim addewid fydd pob cais yn llwyddiannus.

4. **Gweithredu:**

Rhaid cwblhau pob prosiect a hawlio'r grant cyn pen blwyddyn ar ôl dyddiad y llythyr dyfarnu grant. Bydd digwyddiadau neu weithgareddau sydd eisoes wedi cael eu cynnal cyn y dyddiad y cafodd y grant ei ddyfarnu yn ANGHYMWYS.

Dyma rai enghreifftiau o wariant cymwys:-

(a) cyfraniad at gostau cyfalaf penodol

cyfraniad at ddiffygion ariannol digwyddiadau, arddangosfeydd penodedig ac ati.

cyfraniad at brosiectau arian punt am bunt lle cafwyd hyd i arian o ffynonellau eraill.

### 5. **Cymorth Ariannol:**

Oherwydd bod yr adnoddau ariannol yn brin caiff pob cais ei asesu ar sail cyfres o feini prawf penodol.

Eitem	Meini Prawf	<b>A Pwysau</b>	<b>B Sgôr (allan o 100)</b>	<b>C Sgôr wedi'i bwyso A x B</b>
1	Mynediad cyffredinol/cyfleoedd i'r anabl	10		
2	Ansawdd a maint addas	10		
3	Arian Partneriaeth/Loteri/ Ewropeaidd/	10		
4	Sefydlogrwydd ariannol	10		
5	Cynnwys strategol	20		
6	Pobl Ifanc	10		
7	Cynnwys artistig	15		
8	Datblygu cynulleidfaoedd newydd	15		
	Cyfanswm	100		

### 6. **Gofynion Ymgeisio:**

Rhaid i'r cais ddangos faint o bobl fydd yn cael budd o'r prosiect a sut yr aed ati i gynnwys pobl ag anableddau dysgu/corfforol.

Dylai'r ymgeisydd godi hynny o arian ag sy'n bosib o ffynonellau eraill tuag at gostau'r prosiect, sy'n dangos cefnogaeth gan gymunedau lleol a chyrrff perthnasol.

Rhaid anfon y cyfrifon a'r fantolen ddiweddaraf a archwiliwyd gyda'r cais.

Dylai'r cais ddangos cyfraniad y prosiect at y themâu allweddol canlynol a'u blaenoriaethau perthnasol

Sir gydweithredol

Sir sy'n datblygu

Sir sy'n comisiynu gwaith

Diwylliant trwy'r sir gyfan

Sir sydd â hunaniaeth gref

Y Cynllun Grantiau Diwylliant/Celfyddydau fydd y cyllidwr pan fetha popeth arall ac ni fydd yn dyfarnu mwy nag un grant i fudiad/corff mewn blwyddyn ariannol.

## **7. Y Broses:**

Bydd ceisiadau'n cael eu hystyried trwy'r flwyddyn ariannol (Ebrill i Mawrth).

Dim ond cyllid bach sydd a'r gael.

Bydd pob cais a ddaw ger bron Cyngor Sir Caerfyrddin yn cael ei gofrestru a'i gydnabod.

Bydd ceisiadau'n cael eu pwyso a'u mesur ar sail y meini prawf er dethol, a dyrennir cyllid yn gystadleuol – ar sail yr adnoddau sydd ar gael.

Bydd penderfyniad Cyngor Sir Caerfyrddin yn derfynol a bydd ganddo hawl i wrthod unrhyw gais heb ddatgelu ei resymau dros wneud hynny, gofyn am fwy o wybodaeth fel y bo'r galw, neu amrywio amodau'r cynllun ar unrhyw adeg.

Mae Cyngor Sir Caerfyrddin yn cadw'r hawl i dynnu arian yn ôl neu adennill arian y grant oni fydd yr amodau uchod wedi'u bodloni.

## **8. Cynnig y grant / Talu'r grant:**

Wrth gynnig grant bydd Cyngor Sir Caerfyrddin yn disgwyl i'r ymgeiswyr llwyddiannus sefydlu cytundeb ffurfiol yn amlinellu telerau ac amodau ar gyfer hawlio'r arian grant.

Bydd y grant yn cael ei dalu pan fydd ffurflen monitro'r hawliad am grant yn cael ei chyflwyno ynghyd ag anfonebau gwreiddiol a datganiadau banc sy'n dangos bod yr anfonebau wedi cael eu talu a datganiad cyfrifon.

Hefyd, rhaid i ymgeiswyr ddangos tystiolaeth i'r digwyddiad fod yn llwyddiant h.y. nifer y rhai a fu'n bresennol ac a gymrodd ran.

Rhaid i'r corff/mudiad sy'n derbyn y grant gydnabod Cyngor Sir Caerfyrddin ym mhob deunydd hyrwyddo a gyhoeddir ganddo.



Rhaid i'r sawl sy'n derbyn grant hysbysu'r Cyngor Sir am unrhyw newidiadau yn eu hamgylchiadau o ran y grant a dderbynnir.

**ENGHREIFFTIAU O GANLYNIADAU PERTHNASOL**

**Nifer y cyfranogwyr**

**Nifer yn y gynulleidfa**

**Nifer y busnesau lleol sy'n gysylltiedig â'r gweithgaredd neu'r digwyddiad**

**Nifer yr artistiaid proffesiynol sy'n gysylltiedig â'r gweithgaredd neu'r digwyddiad**

**Nifer y digwyddiadau a gynhelir**

**Nifer y bobl i gael hyfforddiant**

**Nifer y bobl fydd yn derbyn cymhwyster**

Dylid anfon ceisiadau i: -

Pen Swyddog Y Celfyddydau – manylion cyswllt ar y ffurflen gais.

Culture/Arts Fund  
**Criteria and Guidance Notes**

Aim of the Scheme

To support a wide range of arts and cultural events, including festivals, concerts, performances, exhibitions etc. within the County of Carmarthenshire.

1. **Eligible to apply:**

Applications are invited from organisations to apply for grant support for events/activities that promote culture and the arts.

Organisations must either be:-

registered as a charity  
a not for profit organization

2. **Geographical Coverage:**

Grants will only be awarded to activities/events that will provide tangible benefits to the local community. The County Council will have particular regard to the type and quality of the events/activities proposed.

3. **Grant Rate:**

Grant support will be awarded on a percentage basis of the total project cost (**less income**) up to a maximum of 50% and no more than £1,500.

Grants support will only be for one-off events/activities, ongoing yearly costs will not be supported e.g. salary/rent etc.

Annual Events must demonstrate elements of development from previous applications. Priority will be given to new and innovative projects. Applications need to come in 3 months prior to the date of commencement of project – there is no guarantee of the application being funded.

4. **Implementation:**

All projects must be completed and claimed within one year of award letter date.

Events or activities that have already occurred prior to the award date will be **INELIGIBLE**.

Examples of eligible expenditure are:-  
contribution to specific capital costs  
contribution to funding shortfalls of specified events, exhibitions etc.  
contribution to match fund projects that have secured other sources of funding.

**5. Financial Support:**

Due to limited financial resources all applications will be asserted against a set of selected criteria.

Item	Criteria	<b>A Weighting</b>	<b>B Score (out of 100)</b>	<b>C Weighted Score A x B</b>
1	General access/opportunities for disabled people	10		
2	Suitable quality and scale	10		
3	Partnership/Lottery/European/ Funding	10		
4	Financial stability	10		
5	Strategic content	20		
6	Young People	10		
7	Artistic Content	15		
8	Developing New Audiences	15		
	Total	100		

**6. Application Requirements:**

The application must show how many people will benefit from the project and how people with physical or learning disabilities have been included.

The application should raise as much money as possible of the project cost from other sources, showing support of local communities and relevant bodies.

Application must be accompanied by the most recent audited accounts and balance sheet.

Application should identify project contribution to the following key themes and the priorities within.

a co-operative county  
a county in development

a commissioning county  
culture county wide  
county aware of its own identity

The Cultural/Arts grants scheme will be a funder of last resort and will only award an organization one grant per financial year.

**7. Process:**

Applications will be considered throughout the Financial year (April to March).

There is only a limited Grant budget available.

All applications received by Carmarthenshire County Council will be registered and acknowledged. Applications will be evaluated in relation to the selection criteria and funding will be allocated competitively – within available resources.

Carmarthenshire County Council's decision will be final and is entitled to refuse any application without disclosing its reasons, can request additional information at its discretion and reserves the right to vary conditions of the scheme at anytime.

Carmarthenshire County Council reserves the right to withdraw or reclaim the grant monies whereby the above conditions are not met.

**8. Grant Offer / Payment:**

Carmarthenshire County Council in making a grant offer will require successful applicants to enter into a formal agreement setting out terms and conditions for claims of grant monies.

Payment of the grant monies will be made on submission of a monitoring grant claim form along with original paid invoices and bank statements showing payment of the appropriate paid invoices and also present a "statement of account".

Applicants must also provide evidence of the success of the event – Attendance & Participation figures.

Due acknowledgement to Carmarthenshire County Council must appear in all promotional material published by the organisation receiving the grant.

Grants recipients must undertake to notify the County Council of any changes in circumstances in regard to the grant award.

**EXAMPLES OF RELEVANT OUTPUTS**

**Number of participants**

**Numbers in audience**

**Number of local Business involved**

**Number of professional artists involved**

**Number of events held**

**Number of people trained**

**Number of people obtained qualification**

**Applications to be sent to : -**

**Principal Arts Officer at the address outlined on the Application Form.**



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