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MOUNT EDGCUMBE JOINT COMMITTEE



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28 January 2010

MOUNT EDGCUMBE JOINT COMMITTEE

DATE: FRIDAY 5 FEBRUARY 2010
TIME: 10.45 AM
PLACE: BELVEDERE ROOM, BARROW PARK, CENTRE, MOUNT EDGCUMBE, CREMYLL

Committee Members—

Plymouth City Councillors-

Councillors Ball, Mrs Dolan, Fox, Martin Leaves, Reynolds (Co-Chair), Smith and Wheeler.

Cornwall County Councillors-

Councillors Austin, Flashman, German, Holley, Pearn MBE, Preston and Trubody (Co-Chair).

Co-opted Members -

Sir Richard Carew Pole Bt, Commander G Crocker, Mr T Savery, Mr D L Richards and Mrs B Spring.

Members of the Committee are invited to attend the above meeting to consider the items of business overleaf.

BARRY KEEL
KEVIN LAVERY
Joint Clerks

MOUNT EDGCUMBE JOINT COMMITTEE

PART I (PUBLIC COMMITTEE)

AGENDA

1. APOLOGIES

To receive apologies for non-attendance submitted by Joint Committee Members.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. MINUTES

(Pages 1 - 4)

To confirm the minutes of the meeting held on 4 December 2009 as a correct record.

4. CHAIR'S URGENT BUSINESS

To receive reports on business, which in the opinion of the Chair, should be brought forward for urgent consideration.

5. REVENUE/CAPITAL MONITORING 2009/10 AND DRAFT BUDGET 2010/11

(Pages 5 - 12)

The Joint Committee will receive a report on the Revenue/Capital Monitoring 2009/10 and Draft Budget 2010/11.

6. AMENDED ACQUISITION AND DISPOSALS POLICY

(Pages 13 - 22)

The Joint Committee will receive a report on the Amended Acquisition and Disposals Policy.

7. PROGRESS REPORT 2009/10

(Pages 23 - 48)

The Joint Committee will receive a Progress Report 2009/10.

8. OPERATIONAL ACTION PLAN 2010/2011 AND RISK MANAGEMENT

(Pages 49 - 74)

The Joint Committee will receive a report on the Operational Action Plan 2010/2011 and Risk Management.

9. GOVERNANCE ARRANGEMENTS (TO FOLLOW)

The Joint Committee will receive a report on the Governance Arrangements together with the Constitution and Terms of Reference.

10. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Joint Committee and officers will respond to questions from members of the public. Any questions not answered shall be the subject of a written response within five working days.

11. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE COMMITTEE)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Committee is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

12. COMMERCIAL BUSINESS PLANNING

(Pages 75 - 82)

The Joint Committee will receive the Commercial Business Planning.

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Mount Edgcumbe Joint Committee

Friday 4 December 2009

PRESENT:

Councillor Trubody, Co Chair, in the Chair.

Councillor Ball, Mrs Dolan, Fox, German, Reynolds (Co-Chair), Riches, Smith and Wheeler

Co-opted Representatives: Cdr Crocker and Mrs Spring.

Apologies for absence: Councillors Flashman, Holley, Martin Leaves and Co-opted Representatives Sir Richard Carew Pole Bt., Mr D L Richards and Mr T Savery.

The meeting started at 10.45 am and finished at 12.55 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

14. DECLARATIONS OF INTEREST

In accordance with the code of conduct the following declarations of interest were made –

Name	Subject	Reason	Interest
Councillor Trubody	Cremyll Ferry Minute 11 and 12	Acquainted with existing ferry operator	Personal
		Worked for preferred bidder	Prejudicial
Mr D L Richards	Cremyll Ferry Minute 11 and 12	Relative works for Tamar Cruising	Prejudicial
Ian Berry	Cremyll Ferry Minute 11 and 12	Acquainted with the existing ferry operator	Personal

15. MINUTES

Resolved that the minutes of the meeting held on 31 July 2009 are confirmed as a correct record.

16. CHAIR'S URGENT BUSINESS

There were no items of Chair's Urgent Business.

17. ADDITIONAL MEETING DATE - JANUARY 2010

Resolved that a meeting of the Joint Committee is held on 15 January 2010 at 10.45am.

18. BUDGET MONITORING 2009-10

The Director for Community Services submitted a report on the Revenue and Capital Monitoring 2009/10, which outlined the following issues –

- (i) summarised the –
 - 2009/10 revenue monitoring
 - 2009/10 capital monitoring

- (ii) there was an uncommitted reserve balance of £36,409 which was currently being held.

The following responses were provided to questions raised by the Joint Committee –

- (iii) the cost of the re-branding exercise had not formed part of the core budget;
- (iv) Plymouth City Council had made provision for the ongoing cost of Job Evaluation in its budget for 2010/11; the constitution was clear that support for the House and Park had to be equal from both constituent authorities;
- (v) the implication of funding not being secured from both constituent authorities would result in a review of the operation including looking at efficiency savings; although it was anticipated that the commercial side of the operation would be profitable;
- (vi) the Heritage Project had been opened this year with a 'soft launch'; the major launch of the Park would take place in 2010/11.

Resolved that –

- (1) the report is noted;
- (2) each constituent authority considers additional financial support of £100,000 (per authority) to address the 2009/10 revenue shortfall, with any balance remaining at outturn to be met from the Joint Committee's reserves.

19. **RE-BRANDING**

The Director for Community Services submitted a report on the new re-branding guidelines, the cost to the Joint Committee and sought approval to take the re-branding forward.

The Joint Committee heard that –

- (i) the drive behind the re-branding had been the desire to make Mount Edgumbe more attractive to visitors with more things to do and enable it to increase income and become financially sustainable;
- (ii) the new logo 'Britain's Historic Park by the Sea' emphasis the national importance of Mount Edgumbe;
- (iii) the estimated cost of re-branding was £16,000 and would be phased in over two financial years 2009/10 and 2010/11.

Arising from the discussions, concerns were raised relating to the size of the lettering on the proposed signage. However, it was agreed not to alter the signs.

Resolved that –

- (1) the new brand guidelines for Mount Edgumbe are approved;
- (2) subject to funding being available the re-branding takes place over the financial years 2009/10 and 2010/11.

20. **MOUNT EDGCUMBE CORPORATE PLAN**

The Director for Community Services submitted a report on Mount Edgumbe Corporate Plan, which outlined the details of the corporate plan for Mount Edgumbe House and Country Park which reflected the corporate plan for Plymouth City Council 2009/12 and the Cornwall Council plan for 2009/10.

The following responses were provided to questions raised by the Joint Committee -

- (i) the plan could be modified in the future; this document had been drafted in order to establish a single vision to support the long term strategic objectives and aims of the House and the Country Park;
- (ii) the Mount Edgumbe House and Country Park corporate plan would be revised to reflect Cornwall Council's plan once it had been drafted and brought back to the Joint Committee for approval.

Resolved that –

- (1) the report is noted (by adopting the Mount Edgumbe corporate plan, Members will ensure that the management and activities that take place at Mount Edgumbe are compatible with the corporate policies and plans of the two constituent authorities);
- (2) the Mount Edgumbe House and Country Park corporate plan is used as an interim framework.

21. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

22. **EXEMPT BUSINESS**

Resolved that under Section 100(A)(4) of the Local Government Act, 1972, the press and public are excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

23. **CREMYLL FERRY (E3)**

The Head of Transport Strategy, the Senior Commercial Investment Surveyor and a representative of the Head of Legal Services provided a detailed update on the Cremyll Ferry tender.

(Please refer to minute 11. for the decision relating to the grant of the tenancy of Cremyll Quay to the successful Cremyll Ferry tenderer).

(Councillor Trubody, Co-Chair and Commander Crocker declared a prejudicial interest in this matter and Ian Berry declared a personal interest in this matter, all left the room).

Councillor Reynolds Co Chair, was in the Chair for this item).

24. **PROPERTY MATTERS PROGRESS REPORT (E2 AND E3)**

The Director for Community Services submitted a report which outlined the progress of property matters within the Country Park since the last report to the Joint Committee on 6 March 2009.

Resolved that –

- (1) the tenancy of the Cremyll Quay to the successful Cremyll Ferry tender is granted;

- (2) consent is granted to the tenant of chalet 62 'First and Last' Whitsand Bay to alter the chalet.

(Councillor Trubody, Co-Chair and Commander Crocker declared a prejudicial interest in this matter and Ian Berry declared a personal interest in this matter, all left the room).

Councillor Reynolds Co Chair, was in the Chair for this item).

**CITY OF PLYMOUTH
MOUNT EDGCUMBE JOINT COMMITTEE**

Joint Chairs: Councillor Reynolds, Plymouth City Council/
Councillor Trubody, Cornwall Council

SMT Members: Director for Community Services
Director for Corporate Support

CC Officer: Head of Environment and Heritage Service, Cornwall
Council

Subject: Revenue/Capital Monitoring 2009/10 and draft budget
2010/11

Committee: Mount Edgcumbe Joint Committee

Date: 5 February 2010

Author: Ian Berry, Park Manager

Contact: Tel: 01752 832226
e-mail: ian.berry@plymouth.gov.uk

Ref: ME

Part: I

Executive Summary:

This report presents an update on the financial position of the Joint Committee for financial year 2009/10 and forecast for 2010/11.

Corporate Plan 2009-2012:

Plymouth City Council:

Corporate Improvement Priority 6: widening cultural and leisure opportunities
Corporate Improvement Priority 14: value for money/effective long term budget/asset management.

Cornwall Council: (to be confirmed)

Implications for Medium Term Financial Plan and Resource Implications:

Including finance, human, IT and land

The overall effect of the variations against the revenue budget listed in the report has identified a shortfall of funding requirement of £230,000 in 2009/10.

Ongoing additional costs have arisen as a result of the Job Evaluation exercise undertaken by Plymouth City Council which will require consideration as part future year budget setting. There are further costs have been identified from additional staffing requirements for the new trading operations above the level of income projected during the soft launch. The challenge for the business case being reported separately is to deliver an affordable trading operation for income streams that is aligned to the level of constituent authority support available.

A medium term business plan is required for the committee to consider which will address the appropriate level of reserves.

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.

- To operate within level of constituent authority support will require a higher level of income from commercial activities which in first full year of trading needs to be established and maintained.
- Efficiencies have been incorporated within the draft budget which requires close monitoring to ensure they are achieved and consideration for the impact on the wider house & park operation.
- The level of reserves needs to be addressed and supported from future trading activities to enable reinvestment and sustainability of trading operations.

Recommendations and Reasons for Recommended action:

It is recommended that the Joint Committee:

- a) notes the report.
- b) Notes that each constituent authority has been approached to consider additional financial support of up to £100,000 (per authority) to address the 2009/10 revenue shortfall, having made all efficiencies to mitigate the deficit and using Joint Committee reserves.
- c) Notes that current budget projections contained within this report are supported by the separately presented Commercial Business Planning case and are based on constituent authority support remaining at current levels of £384,000, (£192,000 per authority).
- d) Manages the risks contained within the budget in particular catering and retail operations to achieve the higher trading surplus.
- e) Plan for a minimum level of reserves which provides contingency for a sustainable long term future.

Alternative Options Considered and reasons for recommended action:

N/A.

Background Papers: Mount Edgcumbe Revenue Budget Financial update – 6th March 2009, 31st July 2009 and 4th December 2009.

Sign Off

Fin		Leg		HR		AM		IT	
Originating SMT Member									

MOUNT EDGCUMBE JOINT COMMITTEE

Mount Edgcumbe Joint Committee – 5 February 2010

REVENUE AND CAPITAL BUDGET MONITORING

1. INTRODUCTION

1.1. The purpose of this report is to present to the Joint Committee the latest Mount Edgcumbe revenue and capital monitoring position for 2009/10 detailing significant variations.

2. 2009/10 REVENUE MONITORING

2.1. There has been a small increase of £15,000 to the trading deficit reported to last months Joint Committee which now stands at a current projected operating deficit of £230,000.

2.2. Broadly the trading deficit has been as a result of ongoing budget pressures through Job Evaluation together with the trading shortfall during the soft launch of new trading operations. The increased deficit from that previously reported is detailed below and summarised in Appendix A:

2.2.1. A further review of salary costs for core staffing has identified further costs as result of Job Evaluation appeal process and a cost for a post inadvertently excluded from previous forecast.

2.2.2. Costs for agency staff supporting the new trading operations have exceeded the previous projection and is an area of further scrutiny by the Park Manager/Commercial consultant and constituent authority finance officers. A further cost of nearly £14,000 has been projection but there is challenge to reduce spend in this area.

2.2.3. Marketing costs required to support the main 2010 launch have slipped and are now included in 2010/11 budget projections.

2.2.4. Grant income in relation to work done dealing with Sudden Oak Death have now been confirmed as £146,000 for two years with work to the value of £73,000 expected to be complete by 31st March 2010.

2.2.5. Income from new trading operations has been reduced to reflect higher cost of sale spend which is being analysed further.

2.2.6. Review all remaining spend to identify efficiencies and review income opportunities to reduce the final demand on both authorities and reserves.

3. MEDIUM TERM FINANCIAL FORECAST 2010/11

3.1. Projections for the financial year 2010/11 have been included in Appendix B with income targets aligned to the Commercial Business Planning case being reported separately to this joint committee and achievement of efficiency savings.

3.2. Incorporates the following unsupported borrowing commitments all to be repaid over ten years, year of borrowing in brackets :

Lift Replacement - £57,963 (2006/07) cost of £7,506 p.a.

Fit out of retail/stables - £125,000 (2009/10) cost of £15,250 p.a.

Window & heating work Barrow Park - £52,400 (2009/10) cost of £6,394 p.a.

3.3. Initial forecasts indicated a trading deficit of £50,000 which through management action targeting seasonal posts, grounds maintenance and increasing income targets specifically with function catering has brought back to a balanced budget and has started to address the level of reserves held.

3.4. For budget planning purposes Officers are assuming the continuation of contributions given to the Joint Committee, currently £192,000 a piece.

3.5. It is recognised that 2010/11 will require robust scrutiny of the developing trading operation particularly in light of the revenue shortfall highlighted this year. This will in turn require a further challenging review of budgets to enable the Joint Committee to address both the likely financial constraints from the constituent authorities and the future impact from any loss of grant funding in relation to Sudden Oak Death work.

4. **2009/10 CAPITAL MONITORING**

Final costings are awaited from Cornwall Council on the outbuilding project which when received will identify if there is a further unsupported borrowing requirement for the Joint Committee to consider.

5. **RESERVES**

There is an uncommitted reserve balance of £36,409 currently held.

6. **RECOMMENDATIONS**

It is recommended that the Joint Committee:

7.

7.1. It is recommended that:

- I. notes the report.
- II. Notes that each constituent authority has been approached to consider additional financial support of up to £100,000 (per authority) to address the 2009/10 revenue shortfall, having made all efficiencies to mitigate the deficit and using Joint Committee reserves.
- III. Notes that current budget projections contained within this report are supported by the separately presented Commercial Business Planning case and are based on constituent authority support remaining at current levels of £384,000, (£192,000 per authority).
- IV. Manages the risks contained within the budget in particular catering and retail operations to achieve the higher trading surplus.
- V. Plan for a minimum level of reserves which provides contingency for a sustainable long term future.

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APPENDIX A

MOUNT EDGCUMBE BUDGET MONITORING AS AT 31st DECEMBER 2009

Base Budget 2009/10 £	DESCRIPTION	Actual as at 31st December 2009 £	Latest Forecast 2009/10 £	Previous Forecast 4th Dec 2009 £	Variance £
	Employees				
451,895	Staffing ~ Core	453,145	593,000	578,006	14,994
0	Staffing ~ Core (additional 2010)	0	0	0	0
0	Staffing ~ Agency	77,863	103,803	90,000	13,803
5,985	Other Employee Costs	5,446	5,985	5,985	0
457,880	Sub Total	536,454	702,788	673,991	28,797
	Premises & Park				
51,505	General Maintenance	39,691	51,505	51,505	0
11,200	Energy Costs	14,566	21,200	21,200	0
23,810	NNDR, Water, Env chgs	17,566	24,810	23,810	1,000
5,630	Cleaning	5,678	6,630	6,630	0
2,100	Insurances	9,106	9,100	9,100	0
94,245	Sub Total	86,607	113,245	112,245	1,000
	Gardens				
25,000	Grounds Maintenance Ad Hoc	26,455	30,000	30,000	0
	Transport				
20,123	Vehicle costs	22,909	23,973	23,973	0
	Supplies and services				
27,017	Equipment/general operating costs	42,353	54,647	54,647	0
0	Catering Equipment/ reinvestment	0	0	0	0
0	Cost of Sales	0	0	0	0
6,000	Collection Management	3,850	5,000	6,000	(1,000)
8,672	Loan repayment	0	8,672	8,672	0
0	Consultants ~ Option appraisal	0	0	0	0
20,606	Commercial Manager	20,219	28,970	27,000	1,970
0	Consultants ~ other	10,256	10,256	10,000	256
6,300	Contribution Transport initiative	0	0	0	0
1,000	Exhibitions and grant funded projects	6,937	7,000	7,000	0
3,428	Insurances	3,289	3,289	3,428	(139)
17,000	Advertising and Interpretation	16,260	25,000	35,000	(10,000)
12,585	Special Events expenses	10,092	12,585	12,585	0
699,856	Gross Expenditure	785,681	1,025,425	1,004,541	20,884
	INCOME				
(24,120)	Grants and contributions	(8,525)	(81,525)	(68,620)	(12,905)
(6,400)	Shop sales as at 31/12/09	(15,510)	(12,500)	(16,400)	3,900
(10,000)	Catering income as at 31/12/09	(37,587)	(17,500)	(30,000)	12,500
0	Plant sales as at 31/12/09	(5,836)	(7,500)	(7,500)	0
0	Sale of Vehicle	0	0	0	0
(43,350)	Admissions as at 31/12/09	(42,202)	(43,350)	(43,350)	0
(33,400)	Wedding & function Income	(42,974)	(27,445)	(26,585)	(860)
(17,900)	Special Events	(17,064)	(17,900)	(17,900)	0
(41,880)	Rent of Land	(46,446)	(49,591)	(43,880)	(5,711)
(56,100)	Trenninow Chalets	(54,425)	(55,680)	(56,100)	420
(12,300)	Orangery Licence	(13,028)	(13,028)	(12,300)	(728)
(47,300)	Car parking income as at 31/12/09	(40,650)	(57,300)	(57,300)	0
(2,500)	Income From Donations	(6,504)	(7,500)	(5,000)	(2,500)
(20,606)	Joint Committee Reserves	0	(20,606)	(20,606)	0
(384,000)	Agreed contribution from Constituent Authorities	(384,000)	(384,000)	(384,000)	0
(699,856)	Total Income	(714,751)	(795,425)	(789,541)	(5,884)
0	DEFICIT/(SURPLUS)	70,929	230,000	215,000	15,000

FUNDED BY:				
	Additional Contribution Cornwall Council	(100,000)	(100,000)	0
	Additional Contribution Plymouth City Council	(100,000)	(100,000)	0
	Mount Edgcombe Joint Committee Reserves	(30,000)	(15,000)	(15,000)
		(230,000)	(215,000)	(15,000)

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MOUNT EDGCUMBE BUSINESS PROJECTION 2010/11

APPENDIX B

Outturn 2007/08	Outturn 2008/09	DESCRIPTION	Latest Forecast 2009/10	Base Budget 2010/11
£	£		£	£
		<u>Employees</u>		
449,927	513,298	Staffing ~ Core	593,000	541,635
0	0	Staffing ~ Core (additional 2010)	0	110,906
0	0	Staffing ~ Agency	103,803	64,347
7,053	5,843	Other Employee Costs	5,985	5,500
456,980	519,141	Sub Total	702,788	722,388
		<u>Premises & Park</u>		
82,409	81,850	General Maintenance	51,505	47,505
18,808	27,173	Energy Costs	21,200	21,200
13,652	23,471	NNDR, Water, Env chgs	24,810	28,810
2,878	4,200	Cleaning	6,630	7,630
3,325	3,421	Insurances	9,100	9,379
121,072	140,116	Sub Total	113,245	114,524
		<u>Gardens</u>		
25,117	20,578	Grounds Maintenance Ad Hoc	30,000	15,500
		<u>Transport</u>		
47,657	34,463	Vehicle costs	23,973	20,123
		<u>Supplies and services</u>		
31,578	32,064	Equipment/general operating costs	54,647	45,000
		Catering Equipment/ reinvestment	0	10,000
0	0	Cost of Sales	0	172,667
5,503	6,135	Collection Management	5,000	1,000
7,506	7,506	Loan repayment	8,672	29,150
0	10,375	Consultants ~ Option appraisal	0	0
0	15,394	Commercial Manager	28,970	3,000
0	1,633	Consultants ~ other	10,256	0
0	0	Contribution Transport initiative	0	6,300
23,204	5,105	Exhibitions and grant funded projects	7,000	1,000
2,153	2,175	Insurances	3,289	3,428
18,318	15,172	Advertising and Interpretation	25,000	46,000
8,954	11,341	Special Events expenses	12,585	39,000
748,042	821,196	Gross Expenditure	1,025,425	1,229,080
		<u>INCOME</u>		
(113,218)	(34,029)	Grants and contributions	(81,525)	(75,500)
(5,193)	(4,596)	Retail sales	(12,500)	(97,000)
0	0	Catering Income	(17,500)	(297,000)
0	0	Plant Sales	(7,500)	(41,000)
(1,184)	(1,183)	Sale of Vehicle	0	0
(28,541)	(32,041)	Admission income	(43,350)	(49,000)
(27,799)	(33,963)	Wedding & function Income	(27,445)	(118,700)
(5,988)	(12,871)	Special Events	(17,900)	(19,300)
(46,567)	(28,234)	Rent of Land	(49,591)	(31,400)
(55,661)	(55,680)	Trenninow Chalets	(55,680)	(55,680)
(26,148)	(18,602)	Orangery Licence	(13,028)	0
(51,092)	(43,051)	Car Parking	(57,300)	(73,000)
(4,533)	(19,085)	Income From Donations	(7,500)	(2,500)
0	(63,646)	Joint Committee Reserves	(20,606)	0
(384,000)	(474,217)	Agreed contribution from Constituent Authorities	(384,000)	(384,000)
(749,924)	(821,196)	Total Income	(795,425)	(1,244,080)
(1,882)	0	DEFICIT/(SURPLUS)	230,000	(15,000)

	FUNDED BY:	
	Additional Cont'n Cornwall Council	(100,000)
	Additional Cont'n Plymouth City Council	(100,000)
	MEJC Reserves	(30,000)
		<u>(230,000)</u>

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**CITY OF PLYMOUTH
MOUNT EDGCUMBE JOINT COMMITTEE**

Joint Chair: Councillor Reynolds Plymouth City Council/
Councillor Trubody, Cornwall Council

SMT Member: Director for Community Services
Plymouth City Council

Senior CC Officer: Mike East, Head of Environment & Heritage
Service, Cornwall Council

Subject: Amended Acquisition and Disposals Policy

Committee: Mount Edgcumbe Joint Committee

Date: 5 February 2010

Author: Kate Johnson, Museum Development Officer

Contact: tel: 01752 822236
Email kate.johnson@plymouth.gov.uk

Ref:

Part: I

Executive Summary:

The Acquisitions and Disposals policy guides our decision making when we are considering adding items to our collections regardless of the means of acquisition. It ensures we consider the legality and the ethics of the potential acquisition and the cost of caring for and storing it. It also provides us with a framework for avoiding conflict of interest with other organisations that may be collecting similar objects.

The policy guides our decisions and process when we are considering disposing of an object and ensures that we follow ethical and legal guidelines.

The policy also clarifies the Joint Committee's responsibility within the decision process.

The Acquisition and Disposals Policy that we have been working with till now was Plymouth City Museum's 1998 policy, amended in 2001. I am proposing that we now have our own policy that reflects the specifics of Mount Edgcumbe's collection and our current objectives and is in line with the requirements of Accreditation.

This report presents the Joint Committee with an amended Acquisition and Disposals Policy, and asks for approval of this policy.

Mount Edgcumbe Corporate Plan 2009-2012:

Contributes to the *% of collections managed to professional standards* outcome in the Corporate Plan.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

There is no cost.

**Other Implications: e.g Section 17 Community Safety, Health and Safety,
Risk Management, Equalities Impact Assessment, etc**

None.

Recommendations and Reasons for Recommended Action:

It is recommended that:-

- I. The Joint Committee approve the new policy. The reason being that the old one is not adequately reflective of Mount Edgcumbe's separate identity, it is out of date and it does not meet the Museums Libraries and Archive Council's Accreditation requirements.

Alternative Options Considered and Reasons for Recommended Action:

N/A

Background Papers:

- i) Accreditation Standard held at Mount Edgcumbe
- ii) Proposed policy attached
- iii) Old policy held at Mount Edgcumbe

Sign Off

Fin		Leg	N/A	HR	N/A	AM	N/A	IT	N/A
Cornwall County Council									

Mount Edgumbe

Britain's historic park by the sea

Acquisition and Disposal Policy Mount Edgumbe House

Governing body: Mount Edgumbe Joint Committee

Date approved by Mount Edgumbe Joint Committee:

Date at which this policy is due for review: (Three years from last approval date)

1. Vision Statement for Mount Edgumbe House and Country Park

A unique, sustainable, nationally important, historic environment with landscape, gardens, buildings and collections, accessible to people of Plymouth, Cornwall and beyond. A beautiful and safe space in which to enjoy, learn and be inspired; achieving an outstanding quality of life.

2. Existing collections, including the subjects or themes and the periods of time and /or geographic areas to which the collections relate

Main Collection

The interior of the house is furnished with 98% Mount Edgumbe family possessions.

The collections may be summarized as predominantly art and decorative art from a variety of periods spanning approximately the last 500 years (with the exception of the earlier Bronze Age horns). Collection items include paintings, frames, antique furniture, tapestries, ceramics, silver etc. There is also a small library of antiquarian books.

There are some very important items in the collections. These include paintings by Sir Joshua Reynolds and Van de Velde, Boulle furniture of exceptional quality, tapestries - fragments of a larger work (late 16th century), and a pair of Bronze Age Horns.

Some of the Reserve collections of prints, drawings and watercolours are housed in stores at Plymouth City Museum and Art Gallery. The vast majority of the collection is housed on site and approximately 2/3 is on display. A reserve collection of furniture is housed in the attic at Mount Edgumbe House. The reserve collection of oil paintings are housed in a dedicated store room in the house.

Loans

In 2003, a further collection of paintings, frames, works on paper, objects and archive material was made available to Mount Edgcumbe House by the present Earl of Mount Edgcumbe. This is a short term loan that is reviewed every three years. This additional collection – approximately 220 items - holds a number of unique and important works of art (including drawings by Van de Velde), and archive material and historical information relating to Mount Edgcumbe and the Edgcumbe family. The condition of the objects in this collection is very varied. These items are stored in two stores within the house.

In the Barrow Park area we display collections of items on loan from the National Trust, Geevor and Weald and Downland Open Air Museum. These loans are to be reviewed in 2012. None of these items are unique or of high value individually. They serve to illustrate tools and equipment that would have been in these workshops and saw mill areas.

The curatorial responsibility for the Mount Edgcumbe collections is vested with the City Curator at Plymouth City Museum and Art Gallery.

3. Criteria governing future acquisition policy including the subjects or themes, periods of time and/or geographic areas and any collections which will not be subject to further acquisition.

Future acquisitions will continue to focus on objects and artworks that belonged to the Edgcumbe family or help us to interpret the family or property history. This includes

- Social history artefacts that relate to the history of the Mount Edgcumbe Estate and those who worked on it.
- Artefacts that, though not of Mount Edgcumbe family provenance, are representative of what the Edgumbes may have owned.
- Archive material such as photographs and documents.

We will acquire objects within the following date range: between 1560 and 1950.

4. Limitations on collecting

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

5. Collecting policies of other museums

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

Specific reference is made to the following museum(s):

- National Trust (Cotehele and Saltram House)
- Plymouth City Museum and Art Gallery
- Cornwall Records Office

6. Policy review procedure

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

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

7. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Mount Edgumbe Joint Committee itself, having regard to the interests of other museums.

8. Acquisition procedures

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

b. In particular, Mount Edgumbe 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, Mount Edgumbe will reject any items that have been illicitly traded. The Mount Edgumbe Joint Committee 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. So far as biological and geological material is concerned, Mount Edgumbe 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.

e. The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the Mount Edgcumbe Joint committee or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

In England, Northern Ireland and Wales the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.

f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because Mount Edgcumbe is either:

acting as an externally approved repository of last resort for material of local (UK) origin; or

acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; or

acting with the permission of authorities with the requisite jurisdiction in the country of origin; or

in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases Mount Edgcumbe will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

g. Mount Edgcumbe does not hold or intend to acquire any human remains.

9. Spoliation

Mount Edgcumbe 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.

10. The Repatriation and Restitution of objects and human remains

The Mount Edgcumbe Joint Committee, acting on the advice of the museum's professional staff, may take a decision to return objects or specimens to a country or people of origin. Mount Edgcumbe 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 procedures described in 12a-12d, 12g and 12s below will be followed but the remaining procedures are not appropriate.

11. Management of archives

As Mount Edgcumbe holds / intends to acquire archives, including photographs and printed ephemera, the Mount Edgcumbe Joint Committee will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

12. Disposal procedures

Disposal preliminaries

- a. The Mount Edgcumbe Joint Committee will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, Mount Edgcumbe House, as a museum, has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Mount Edgcumbe Joint Committee therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in Mount Edgcumbe's collection.
- c. Mount Edgcumbe will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, Mount Edgcumbe 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.

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g-12s will be followed and the method of disposal may be by gift, sale or exchange.

The disposal decision-making process

- g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the Mount Edgcumbe Joint Committee only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

Responsibility for disposal decision-making

h. 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 Mount Edgcumbe Joint Committee acting on the advice of professional curatorial staff and not of the curator of the collection acting alone.

Use of proceeds of sale

i. Any monies received by the Mount Edgcumbe Joint Committee from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from MLA.

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

Disposal by gift or sale

k. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

l. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.

m. 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, Mount Edgcumbe may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal by Exchange

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

- o. In cases where the Mount Edgcumbe Joint Committee wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 12a-12d and 12g-12h will be followed as will the procedures in paragraphs 12p-12s.
- p. 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.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, Mount Edgcumbe will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Mount Edgcumbe'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 Mount Edgcumbe Joint Committee must consider the comments before a final decision on the exchange is made.

Documenting disposal

- s. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on de-accession and disposal.

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**CITY OF PLYMOUTH
MOUNT EDGCUMBE JOINT COMMITTEE**

Joint Chair: Councillor Reynolds, Plymouth City Council/
Councillor Trubody, Cornwall Council

CMT Member: Director for Community Services
Plymouth City Council

Senior CC Officer: Mike East, Head of Environment and Heritage
Service, Cornwall Council (Designate)

Subject: Progress Report 2009/2010

Committee: Mount Edgumbe Joint Committee

Date: 5 February 2010

Author: Ian Berry, Park Manager

Contact: tel: 01752 822236
e-mail: ian.berry@plymouth.gov.uk

Ref: IB/JC/02/10

Part: I

Executive Summary:

This report reviews the work that has been carried out, events and park usage during the financial year 2010/2011.

Mount Edgumbe Corporate Plan 2000-2012:

The items contained in this report meet the objectives set out in the Mount Edgumbe Corporate Plan.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

None.

**Other Implications: e.g Section 17 Community Safety, Health and Safety,
Risk Management, Equalities Impact Assessment, etc**

None.

Recommendations and Reasons for Recommended Action:

It is recommended that:-

i) Members note the report.

Alternative Options Considered & Reasons for Recommended Action:

N/A

Background Papers:

- i) Mount Edgumbe Events File
- ii) Mount Edgumbe Operational Action Plan 09/10 (attached)

Sign Off

Fin		Leg	N/A	HR	N/A	AM	N/A	IT	N/A
Cornwall County Council									

1. Events

- 1.1 The 2009/2010 was expanded again with a total of 20 Mount Edgumbe lead events. In addition, a series of 10 workshops were held in partnership with the Devonport Regeneration Company.
- 1.2. In addition to our programme, the Friends of Mount Edgumbe also held several events. The biggest event of the Friends calendar is the Classic Car Rally, organised in partnership with Cornwall Hospice Care. For the first time in its 14 year history, the organising committee had to take the decision to cancel the event because of heavy rain in the days before the event.

2. Christmas Fayre

- 2.1 The Christmas Fayre was successful with 3,700 visitors through the doors over the two days. This is an increase of 500 people on last years' event. The two days went smoothly and the feedback from visitors and traders alike has been positive.

3. School Visits

- 3.1 There were 35 booked visits to Mount Edgumbe in 2009-2010 by schools and colleges. A range of activities were undertaken, from house visits to team buildings, field studies and orienteering. Approx 3,500 students took part in these activities.

4 Weddings, Civil Partnerships & Naming Ceremonies

- 4.1 There have been 24 weddings, civil partnerships and no naming ceremonies this year. This is down by 10 on last year. Other facilities have also seen a drop in weddings in 2009, probably as a result of the economic climate.

5. Talks to Community Groups

- 5.1 11 talks have been given in 2009/2010.

6. Health and Safety Matters

- 6.1. There have been no significant health and safety issues this year. Risk assessments and training needs are continually reviewed and action taken when necessary.

7. Operational Action Plan 2009/2010

- 7.1. Please refer to Appendix 1.

8. Recommendations

8.1. It is recommended that:-

- i. Members note the report.

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

Appendix 1

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
1	FORMAL AREAS	Grass Cutting	Two Weekly – April to October	Gardening Team/Contractor	Grounds Maintenance Budget	Completed
		Spring and Summer Bedding for Italian and French Garden	Summer Bedding – mid May	Gardening Team	Grounds Maintenance Budget	Completed
			Spring Bedding – mid October	Gardening Team	Grounds Maintenance Budget	Completed
		Hedge Trimming	July to October	Gardening Team	Grounds Maintenance Budget	Completed
		Shrub Bed Maintenance	October to March	Gardening Team	Grounds Maintenance Budget	Completed

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Rose Garden Management (manure, prune and replant)	March to September	Gardening Team	Grounds Maintenance Budget	Completed
		Regeneration of the Great Hedge	Autumn/Winter	Gardening Team	Grounds Maintenance Budget	Completed
	Jubilee Garden	Topiary work	Ongoing	Gardening Team	Grounds Maintenance budget	Completed
	Paths	Repairs as required	Ongoing	Gardening Team	Grounds Maintenance budget	Completed
	Italian Garden	Placing out of Citrus and Agaves	May 09	Gardening Team	No direct cost	Completed

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Removal of Citrus and Agaves	October 09	Gardening Team	No direct cost	Completed
2	CAMELLIA COLLECTION	Make the camellia trail permanent	March 10	Gardening Team	Grounds Maintenance/ Paths Budget	To be done in 2011. Funded by FOMECP
3	AMPHITHEATRE/ LOWER PARK	Rhododendron Spraying & replanting trees as required	Ongoing throughout the year	Ranger Team/ Gardeners	Woodlands Budget	Score of work extended with SOD grant
		Repair of Multi Use Track and paths and keeping clear of vegetation	Ongoing throughout the year	Ranger Team/ Gardeners	Grounds Maintenance/ Paths Budget	✓
		Cutting of wildflower Meadows	September 09	Contractor	Grounds Maintenance	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
4	WOODLANDS & SPECIMEN TREE WORK	Tree surgery/ safety felling	Ongoing throughout the year	Ranger Team		✓
		Tree Planting as part of Woodland Grant Scheme and replanting of lost trees	Nov 09 – April 10	Ranger Team		✓
	PHYTOPHTHORA RAMORUM CONTROL	Control of Rhododendron ponticum by cutting and spraying	Ongoing throughout the year	Ranger Team	Grounds Maintenance & Woodlands budget	✓
		Regular Plant health checks	Periodically throughout the year	Head Gardener/Ranger & Plant Health Inspectorate	N/A	✓
5	BEACHES AND FORESHORE	Regular litter picks	On going throughout the year	Ranger Team	None	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Monthly meetings of Cawsand Beach Steering Group	Monthly April to September. Bi-monthly October to March	Park Manager	None	✓
		Continuation of boat registration scheme for Cawsand Beach	April 09 onwards	Park Manager	None	✓
		Monitoring of water safety measures	Regular checks	Building Officer	None	✓
6	FOOTPATHS/ROADS SIGNAGE	New signage after design work completed	Ongoing throughout 2009 & early 2010	Park Manager/Designers	Capital and income generation	Delayed because of budget pressures
		Footpath maintenance & vegetation control	On going	Ranger Team Contractors	Footpath budget	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
7	COASTAL AREAS (Penlee Point to Whitsand Bay)	Liaise with Cornwall County Council Access Team re: maintenance of coastpath	On going	Park Manager	N/A	✓
		Maintenance of Pony Grazing at Watchouse Field, Rame Head and Polhawn. On going liaison with the Duchy of Cornwall with regard to loan of ponies	On going	Head Gardener/Ranger	N/A	✓
		Liaise with Cornwall Wildlife Trust re: Penlee Battery				✓
		Butterfly Survey – Watchouse Field and Penlee Battery	On going	Head Gardener/Ranger	N/A	Completed for 2009

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Scrub Clearance	April to Sept	Head Gardener/Ranger		✓
			Autumn - Winter	Head Gardener/Ranger	Will draw down Stewardship monies	✓
		Japanese Knotweed Control Whitsand Bay	April – September 09	Ranger Team	Grounds Maintenance	✓
8	BUILT ENVIRONMENT	<u>Conversion of Old Flat to Offices</u> I.T & Phone links to be fitted. Change of use consent. Removal of redundant bathroom, furniture. Replace fire doors etc	Autumn 09	Buildings Officer/Cornwall Council/Plymouth City Council/ISD	Mount Edgcumbe budgets	Delayed because of budget pressure until 2010/11

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		<u>Garages & Fuel Store</u> Removal of Asbestos roofs	December 2009	Buildings Officer/Cornwall Council contractors	Mount Edgcumbe budgets	Delayed until 2010/11
		<u>Mount Edgcumbe House Roof</u> Replace section of flat roof	March 2010	Buildings Officer/Contractors	Mount Edgcumbe budgets	Completed 2009
		<u>West Lodge</u> Repair of Cess Pit	May 2009	Buildings Team	Mount Edgcumbe budgets	Completed 2009
		<u>Barrow Park Flats</u> New consumer panels to be fitted	May 2009	Buildings Officer/Contractors	Mount Edgcumbe budgets	Completed 2009
		<u>Railings – Lower Park</u> Sand and Repaint	August 2009	Buildings Officer/Contractor	Mount Edgcumbe budgets	Delayed until 2010/11

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		<u>Cremyll Fountain</u> Install new pump	June 2009	Buildings Team	Mount Edgcumbe budgets	Completed
		<u>Gate Piers – Mount Edgcumbe House</u> Repair and re-hang gates	March 2010	Buildings Team	Mount Edgcumbe budgets	Gates repaired to be hung in 2010/11
		<u>Ice House Bridge</u> Repairs to plaster plinth	March 2010	Buildings Team	Mount Edgcumbe budgets	Postponed
		<u>All Structures</u> Safety/maintenance checks	Ongoing	Buildings Team	N/A	✓
		<u>Water/Oil/Electricity Usage</u> Monitoring of usage	Ongoing	Buildings Team	N/A	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
9	EVENTS 2009	Edgcumbe Explorer	18 th April	Park Manager		✓
		Orienteering Taster Course	25 th April	Park Manager		✓
		Photography Workshop	2 nd May	Park Manager		✓
		Dawn Chorus	16 th May	Park Manager		✓
		Tubs & Planters Workshop	27 th May	Park Manager		✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Garden Tour	27 th May	Park Manager		✓
		Going Bats	30 th May	Park Manager		✓
		Tree Trail	5 th June	Park Manager		✓
		Introduction to Painting	13 th June	Park Manager		✓
		Introduction to Tai Chi	17 th June	Park Manager		✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Family Bushcraft Day	20 th June	Park Manager		✓
		Garden Tour	24 th June	Park Manager		✓
		Walk on the Wild Side	5 th July	Park Manager		✓
		Garden Tour	22 nd July	Park Manager		✓
		Classic Car Rally & Summer Fayre	2 nd August	Park Manager		Cancelled

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Edgcumbe Explorer	8 th August	Park Manager		✓
		British Fireworks Championship Final	August	Park Manager		✓
		Garden Tour	19 th August	Park Manager		✓
		Military Vehicles Trust Rally	29 th -31 st August	Park Manager	£550 for portaloos	✓
		Going Bats	5 th September	Park Manager		✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Murder Mystery Evening	19 th September	Park Manager		✓
		Foraging for Fungi	1 st November	Park Manager		✓
		Christmas Fayre	12 th /13 th December	Park Manager	Special Events budget – cost offset by income	✓
10	HOUSE AND COLLECTIONS	Pasley Exhbition	May -Sept	Museum Development Officer	DRCP	✓
		Pasely Exhbition events and activities	May - Sept	Museums Development Officer	DRCP	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Pasely Exhibition additional ferry transport from Devonport	June – end August	Museums Development Officer	DRCP	✓
		Darwin exhibition on loan from British Council	June – end August (dates not confirmed)	Museums Development Officer	Free of charge	✓
		Darwin exhibition events and activities in partnership with Marine Biological Association	June, July, August	Museums Development Officer	Welcome Trust	✓
		Paintings conservation	Autumn 2009	Museums Development Officer	Collections budget	✓
		Furniture conservation targeting furniture that is most vulnerable during events	Autumn 2009	Museums Development Officer	Collections budget	Items identified, conservator identified

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Implementation of ongoing plans for interpretation in Barrow Park areas	Ongoing, 1 st phase to be ready for Spring 09	Museums Development Officer	Heritage project budget	✓
		Development of regular free activities and talks in the house and Earls garden targeting children and adults	Identify themes and stewards responsible by end of April	Museums Development Officer	Mt E budget	✓
		Actively promote Tudor Tapestries resource to schools	TBC – spring & summer term for Autumn visits	Museums Development Officer	Mt E budget	
11	HERITAGE PROJECT	Soft Launch	Spring 2009	Park Manager	Capital Borrowing and additional income generation	Opened July 2009
		Full Launch	Spring 2010	Park Manager	Capital Borrowing and additional income generation	On target

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Landscape Works Fencing, planting, clearance etc	Spring/Summer 2009	Park Manager	Capital Borrowing & Grounds Maintenance Budget	Completed 2009
12	HEALTH & SAFETY	Risk Assessment Review	Continues Review	Head Gardener/Ranger	N/A	✓
		Inspection of Lifting, Winching, Climbing equipment	June and November 2009	Approved Contractor	Maintenance budget	✓
		Portable Appliance Testing	May 2009	Contractor	Maintenance budget	✓
		Fire Equipment & Alarm Checks	Twice per annum	Contractors	Maintenance budget	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Commercial Gas Appliance Testing	June 09	Contractors	Maintenance budget	✓
		Cleaning & Testing of Water Systems	June 09	Cornwall Council Contractors	Maintenance budget	✓
		Five Year Building Electrical Checks	July 09	Contractor	Maintenance budget	✓
	HEALTH & SAFETY TRAINING	First Aid	Ongoing	Contractor	Training Budget	✓
		Chainsaw Certificate Refresher	Ongoing	Contractor	Training Budget	✓

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2009/2010

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Woodchipper refresher	Ongoing	Contractor	Training Budget	✓
		Manual Handling Training	Ongoing	Contractor	Training Budget	✓

Risk Register – Mount Edgumbe House & Country Park

Risk Title	Consequence	Probability (5 = high 1 = low)	Severity (5 = high 1 = low)	Raw Risk Rating	Control Procedures	Probability	Severity	Residual Risk Rating
Environmental Risk Coastal Erosion	Potential threat to public access and damage to property	4	5	20	Regular Monitoring of the coast. Follow Governments Coastal Management Plan Guidelines (currently under review)	4	4	16
Environmental Risk Sudden Oak Death	Potential Loss of historic plant collections and degradation of the natural environment and gardens	5	5	25	Regular testing by Plant Health Inspectorate. Prompt removal of infected plants. Ongoing removal and control of Rhododendron ponticum	5	2	10
Built Environment Deterioration of Listed Buildings	Lack of maintenance will lead to the run down of historically	4	5	20	A full condition survey of all structures has been commissioned. This, together with	4	2	8

Risk Title	Consequence	Probability (5 = high 1 = low)	Severity (5 = high 1 = low)	Raw Risk Rating	Control Procedures	Probability	Severity	Residual Risk Rating
and Structures	important structures				regular checks will ensure their maintenance			
Degradation of historic paintings, chattels and documents	Loss of important heritage items	5	5	25	Regular condition checks and an active restoration programme	3	2	6
Health & Safety of Staff and Public	Death or injury to staff and public	5	5	25	Regular Health and Safety training for staff. Regular safety checks of high risk areas including equipment. Participation in corporate Health and Safety initiatives.	2	2	4

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**CITY OF PLYMOUTH
MOUNT EDGCUMBE JOINT COMMITTEE**

Joint Chair: Councillor Reynolds, Plymouth City Council/
Councillor Trubody Cornwall Council

CMT Member: Director for Community Services
Plymouth City Council

Senior CC Officer: Mike East, Head of Environment & Heritage,
Cornwall Council

Subject: Operational Action Plan 2010/2011 and Risk
Management

Committee: Mount Edgcumbe Joint Committee

Date: 5 February 2010

Author: Ian Berry, Park Manager

Contact: tel: 01752 822236
e-mail: ian.berry@plymouth.gov.uk

Ref: IB/JC/02/10

Part: I

Executive Summary:

This report outlines the work and events planned during the financial year 2010/2011 and the Risk Management steps taken to ensure delivery.

Mount Edgcumbe Corporate Plan 2009-2012:

If approved the actions set out in this plan will contribute to the strategic objectives agreed by the Joint Committee.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

The actions listed in this report are in line with current budget forecasts outlined in the budget report.

**Other Implications: e.g Section 17 Community Safety, Health and Safety,
Risk Management, Equalities Impact Assessment, etc**

N/A

Recommendations and Reasons for Recommended Action:

It is recommended that:-

- i) Members approve the Operational Action Plan 2010/2011 and note the Risk Management Strategy that supports it.

Alternative Options Considered and Reasons for Recommended Action:

N/A

Background Papers:

- i) Mount Edgcumbe Events File
- ii) Mount Edgcumbe Buildings File
- iii) Mount Edgcumbe Environmental Files

Sign Off

Fin		Leg	N/A	HR	N/A	AM	N/A	IT	N/A
Cornwall County Council									

1. Introduction

- 1.1 This report requests Members to approve the Action Plan and note the Risk Management steps taken for the 2010/2011 financial year.

2. Breakdown of the Action Plan

- 2.1 As in previous years, the plan is broken down into the core areas of work undertaken at Mount Edgumbe as follows:-

- i. Formal Areas
- ii. Camellia Collection
- iii. Amphitheatre
- iv. Woodlands
- v. Beaches and Foreshore
- vi. Footpath/Signage/Roads
- vii. Coastal Areas
- viii. The Built Environment
- ix. Special Events
- x. Mount Edgumbe House & Collection
- xi. Health and Safety
- xii. Heritage Project

The Action Plan can be found at Appendix A.

3. Financial & Resource Implications

- 3.1 The work and events in the Action Plan are achievable within the budget forecast and Business Plan for 2010/2011.
- 3.2 It should be noted, that to ensure we stay within budget, the frequency of some actions may be changed.

4 Risk Management

- 4.1 Risk management forms a part of this report. The format follows Plymouth City Council's guide to Risk Management. The Risk Management Register can be found at Appendix B.

5 Recommendations

- 5.1 It is recommended that:-
- i. Members approve the Operational Action Plan 2010/2011 and note the Risk Management Strategy that supports it.

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
1	FORMAL AREAS	Grass Cutting	Two Weekly – April to October	Gardening Team/Contractor	Grounds Maintenance Budget	
		Spring and Summer Bedding for Italian and French Garden	Summer Bedding – mid May	Gardening Team	Grounds Maintenance Budget	
			Spring Bedding – mid October	Gardening Team	Grounds Maintenance Budget	
		Hedge Trimming	July to October	Gardening Team	Grounds Maintenance Budget	
		Shrub Bed Maintenance	October to March	Gardening Team	Grounds Maintenance Budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Rose Garden Management (manure, prune and replant)	March to September	Gardening Team	Grounds Maintenance Budget	
		Regeneration of the Great Hedge	Autumn/Winter	Gardening Team	Grounds Maintenance Budget	
	Jubilee Garden	Topiary work	Ongoing	Gardening Team	Grounds Maintenance budget	
	Paths	Repairs as required	Ongoing	Gardening Team	Grounds Maintenance budget	
	Italian Garden	Placing out of Citrus and Agaves	Early May 2010	Gardening Team	No direct cost	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Removal of Citrus and Agaves	Mid October 2010	Gardening Team	No direct cost	
2	CAMELLIA COLLECTION	Continued Improvements to physical access to the collection	Ongoing	Gardening Team	Grounds Maintenance/ Paths Budget	
		Camellia Trail signage and interpretation	Out by February 2010 removed by May 2010	Gardening Team	Grounds Maintenance budget	
		New Signage being designed	February 2011		FOMECP (subject to time and costs being agreed)	
		Updating of the Camellia database	Ongoing	Foreman Gardener	No Cost	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
3	AMPHITHEATRE/ LOWER PARK	Rhododendron clearance and replanting trees as required	Ongoing throughout the year	Ranger Team/ Gardeners	Grant aided	
		Repair of Multi Use Track and paths and keeping clear of vegetation	Ongoing throughout the year	Ranger Team/ Gardeners	Grounds Maintenance/ Paths Budget	
		Cutting of wildflower Meadows	September 09	Contractor	Grounds Maintenance	
4	WOODLANDS & SPECIMEN TREE WORK	Tree surgery/ safety felling	Ongoing throughout the year	Ranger Team		
		Tree Planting as part of Woodland Grant Scheme and replanting of lost trees	Nov 09 – April 10	Ranger Team		

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
	PHYTOPHTHORA RAMORUM CONTROL	Control of Rhododendron ponticum by cutting and spraying	Ongoing throughout the year. Current programme to be completed by 2011	Ranger Team and contractors	Grant aided	
		Regular Plant health checks	Periodically throughout the year	Head Gardener/Ranger & Plant Health Inspectorate	N/A	
5	BEACHES AND FORESHORE	Regular litter picks	On going throughout the year	Ranger Team	None	
		Monthly meetings of Cawsand Beach Steering Group	Monthly April to September. Bi-monthly October to March	Park Manager	None	
		Continuation of boat registration scheme for Cawsand Beach	April 10	Park Manager	None	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Monitoring of water safety measures	Regular checks	Building Officer	None	
		Liaison with Key Stakeholders	N/A	Park Manager	None	
6	FOOTPATHS/ROADS SIGNAGE	Replace signage where appropriate	Ongoing	Head Ranger/Rangers	Roads and Paths Budget	
		Footpath maintenance & vegetation control	On going	Ranger Team Contractors	Footpath budget	
		New Finger Posts as required	Ongoing			

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
7	COASTAL AREAS (Penlee Point to Whitsand Bay)	Liaise with Cornwall Council Access Team re: maintenance of coastpath	On going	Park Manager	N/A	
		Maintenance of Grazing at Watchouse Field, Rame Head and Polhawn. On going liaison with the Duchy of Cornwall with regard to loan of ponies	On going	Head Gardener/Ranger	N/A	
		Liaise with Cornwall Wildlife Trust re: Penlee Battery				
		Butterfly Survey – Watchouse Field and Penlee Battery	On going	Head Gardener/Ranger	N/A	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Scrub Clearance	April to Sept	Head Gardener/Ranger		
			Autumn - Winter	Head Gardener/Ranger	Will draw down Stewardship monies	
		Japanese Knotweed Control Whitsand Bay	April – September 10	Ranger Team	Grounds Maintenance	
8	BUILT ENVIRONMENT	Programme checks of all structures for safety and maintenance	Ongoing	Buildings Manager	Park Maintenance budget	
		Security checks, repair and replacement of picnic tables, seats, benches and signs as required.	End of March 2011	Buildings Manager	Park Maintenance budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Monitoring of energy and water usage and survey of heating system	End March 2011	Buildings Manager	Park Maintenance budget	
		Emptying of Septic Tanks	July 10 and March 11	Buildings Manager	Park Maintenance budget	
		<u>Orangery/Gardeners Lodge</u> Repairs to windows and external redecoration	August 10	Buildings Manager	Park Maintenance budget	
		<u>English Garden House</u> Repairs to external column	June 10	Buildings Manager	Park Maintenance budget	
		<u>Sea Wall</u> Repairs to collapsed section	Sept/Oct 10	Buildings Manager	Park Maintenance budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		<u>West Lodge</u> Replace decayed windows	May 10	Buildings Manager	Park Maintenance budget	
		<u>Garden Furniture</u> Repairs as required	May 10	Buildings Manager	Park Maintenance budget.	
		<u>Toilets</u> Redecoration	Jan/Feb 11	Buildings Manager	Park Maintenance budget	
		<u>Barrow Park Flat 4</u> Take up and relay whole concrete floor	Nov 10	Buildings Manager	Park Maintenance budget	
		<u>Folly</u> New Oak handrail to be fitted	July 10	Buildings Manager	Park Maintenance budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		<u>Gardeners Lodge</u> New rear door to lodge and equipment store	June 10	Buildings Manager	Park Maintenance budget	
		<u>Mount Edgcumbe House</u> Fit out of old flat for offices	May 10	Buildings Manager	Park Maintenance budget	
9	ORIENTEERING COURSE	Regular checks of controls	Ongoing	Ranger Team	N/A	
10	EVENTS 2010/11 Leaflet to be circulated					
11	HERITAGE PROJECT	Full Launch	Spring 2010	Park Manager	Capital Borrowing and additional income generation	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
12	HEALTH & SAFETY	Risk Assessment Review	Continues Review	Head Gardener/Ranger	N/A	
		Inspection of Lifting, Winching, Climbing equipment	June and November 2010	Approved Contractor	Maintenance budget	
		Portable Appliance Testing	May 2010	Contractor	Maintenance budget	
		Fire Equipment & Alarm Checks	Twice per annum	Contractors	Maintenance budget	
		Commercial Gas Appliance Testing	June 10	Contractors	Maintenance budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Cleaning & Testing of Water Systems	June 10	Cornwall Council Contractors	Maintenance budget	
		Five Year Building Electrical Checks		Contractor	Maintenance budget	
	HEALTH & SAFETY TRAINING	First Aid	Ongoing	Contractor	Training Budget	
		Chainsaw Certificate Refresher	Ongoing	Contractor	Training Budget	
		Woodchipper refresher	Ongoing	Contractor	Training Budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

	ACTION AREA	ACTION	TARGET DATE	RESPONSIBLE STAFF	FUNDING	PROGRESS
		Manual Handling Training	Ongoing	Contractor	Training Budget	

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

1. INTERPRETATION

The main aims are to make the house more family-friendly and to introduce talks or workshops that change daily/weekly to encourage repeat visits.

Description	Access	Learning & interpretation	resources	Target date
Try-on costumes: Additional costumes to be made, emphasis on child's sizes and hardwearing, easier to put on.	An alternative & family friendly method of interpretation.	About history through costume Increases interaction. Links to National Curriculum 'the Tudors'	Friends to fund additional costumes to be produced in 2009-10	Ready for Spring 2010
Costumed Stewards (butler and housekeeper)	As above, plus direct interaction with 'characters' from Victorian period	Costumed interpreters directly interacting with visitors. Links to National Curriculum theme 'The Victorians'	As above Stewards to take on these roles KJ	Ready for Spring 2010
Sawmill Additional activities/displays in sawmill, especially on the lower level	Lower level is not accessible to wheelchair users but the majority of visitors do not currently venture down to this level. Aimed at children/families	Focus on wood different types, smells uses etc Interactive	poss. FOMECP but aim to keep this very low cost - perhaps use timbers from the estate only and produce in house. KJ	Ready for Spring 2010
Room Guides (hand held) Rationalise content of Room Guides. To contain information on fewer objects (key objects in room), larger type face, more attractive presentation	More accessible, relevant and less long-winded.	More information on fewer items. Not just description perhaps but some story or contextual info.	very low cost Stewards to do translations Poss. use museum designer to help with layout or CCC designer or designed in-house. KJ	Ready for Spring 2010
Daily events Introduce a programme of daily short events that the stewards can provide. These	Improves the mix of interpretation methods Varied, family friendly	Additional/alternative information for visitors More learning opportunities	These will all be run by stewards already on the rota for that day. No additional staff needed initially.	To start Easter 2010

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

will be simple craft activities, themed trails for children, short talks on an artefact/subject/theme, story telling, piano playing or other. Event to be advertised on blackboard in barrow park courtyard and outside house. Some to be advertised in the events brochure	Encourages repeat visits	Suits different types of learners	
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2. EXHIBITION PROGRAMME

Mount Edgcumbe exhibitions bring in different visitors. They are designed to suit people of different ages and they add value to the visit. Exhibitions enhance visitor's knowledge and understanding of the family and local history. In addition they are a way of us (Mount Edgcumbe staff) to increase our own knowledge and provide a growing resource for our users.

Description	Access	Learning & interpretation	resources	Target date
<i>Admiral of the Blue</i> , 2010 exhibition about George, 1 st Earl of Mount Edgcumbe	All ages including children	Interpretation of family history Seafaring and adventures Learning about portraiture	NMM loan of portrait Poss loans from museum of Naval History PCMAG: design Budget: Special Events	Ready for Spring 2010
<i>Treasures from the Sound</i> , 2011 Exhibition about wrecks in Plymouth Sound	All ages. Poss use of digital equipment if NAS support	Will link with Meta Catharina project – will extend the learning.	HLF funding KJ & partner organisations (Nautical Archaeological Society?)	Ready for Spring 2011
<i>Metta Catharina Project</i> To start winter/Spring 2009-10 Working with the group that dived the Meta Catharina wreck. Creating a venue to house their	Archive becomes accessible to researchers. Collection on view to public Different interpretation methods	Uses the unique story of this group to inspire. Modern history of equipment, dive/salvage methods etc with the older history of the wreck and of its contents. Will link with 2011 exhibition	HLF (or other) grant is essential to the success of this project. We cannot undertake it using our own budgets KJ/Catharina Trust	Two year project with poss start date Jan 2011

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

archive and display/ interpret their collection				
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3. DOCUMENTATION

Our documentation backlog is quite small (approximately 20 items have not yet been allocated an accession number)

As described below we now have access Plymouth City Museums Collections Database (Micromusee), the digital version of our collections data. Previously this was not possible for technical reasons. We will begin to use this database in January 2010.

Retrospective Documentation	resources	Target date
<p>Accessions Accession, document and label recent acquisitions (approximately 20 items)</p>	KJ/JC	End of Feb 2010
<p>Micromusee Database The Mount Edgcumbe Collection's key data is recorded on Plymouth City Museums' collections database. Access to this database has now become available to us here. We will be able to extract and add information, do searches, update and create new records (this used to be done by staff at the museum on our behalf).</p> <ul style="list-style-type: none"> • Training for Curator and Museum Assistant in using the database • Add new accessions and update existing records 	Mount Edgcumbe training budget	End of Feb 2010
<p>Loans inventories Loans of tools from Geevor, Weald and Downland and National Trust need to have full inventories created for them in spreadsheet format (currently we have lists of items, accession numbers and their and locations recorded). Accession number, title, location and condition will be recorded. Copies of these will be printed and kept in a separate location.</p>	In house JC	End of July 2010

Additional Documentation Plans		
<p>Photograph archive Documentation has begun. Currently it is rudimentary: All the photos have been scanned and given a number. Additional information needs to be added and indices created for search purposes.</p>	Done by staff in house JC/KJ	End of November 2010

4. CONSERVATION

Introduction

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

The location of the house, its construction and its immediate environment, make it vulnerable to year round levels of high relative humidity - it is also exposed to moisture and salt laden winds, particularly on the side of the house that faces east. The external masonry of pink, undressed sandstone on this side of the property absorbs moisture when rain and wind hit it from that direction. This in turn affects the internal relative humidity (which is often high) in the rooms along the eastern side of the property. In addition, the stone mullioned windows particularly those in the 'tower' rooms with their high proportion of glass area - increase the adverse environmental effects of high relativity and rapid temperature exchange. The windows also admit high levels of light for paintings and antique furnishings.

Past present and future

Staff of Plymouth City Museum and Art Gallery have been involved with the management and care of the Mount Edgcumbe collections since 1987 when the house and Earl's collections were undergoing assessment and restoration. In 1993 with the appointment of a Curator for the house the Museum took on an advisory and support role to that officer. Staff at Mount Edgcumbe were trained to carry out environmental monitoring, maintain the de-humidifiers and carryout housekeeping duties.

In October 2002, as part of a new structure for the management of Mount Edgcumbe Park and House, a Museum Development Officer for Caradon was established. The new post included special responsibility for the collections at Mount Edgcumbe. Since April 2009, Mount Edgcumbe has employed a full time Collections Manager.

One of the first actions in 2003 was to review the condition of the collections and their management. This has identified that deterioration has taken place in several important items in the collections at Mount Edgcumbe - including paintings and tapestries. Improvements to the monitoring and control of internal environments and household cleaning techniques have also been instigated, and specialist conservators have already carried out some conservation work. In addition, conservation assessments have been carried out or are in progress. An ongoing programme of preventative conservation training for staff is in place. Seasonal stewards and the Curator's assistant work regularly with the collections but also rangers and gardeners, are regularly called in to move heavy objects.

Since 2005 weddings have been held at Mount Edgcumbe this plus other annual or occasional events. This is on the increase and it means that furniture in the Hall, Drawing room and Library is regularly moved to make space for these events. Risk of damaging the furniture is greatly increased by this practice. In order to minimise damage staff are annually trained in handling and moving objects and condition assessments of vulnerable furniture take place at least every two years.

Environmental Monitoring and Control - requirements

All areas containing collection items require monitoring for levels of relative humidity and temperature. Many of these areas also require environmental control equipment to be deployed (de-humidifiers) on an almost constant basis.

Protection from uv and lux damage is required in many of the rooms and this is provided by blinds. Low energy light bulbs have been fitted. UV filters have been attached to the outside of the clerestory windows through which daylight shines on oil paintings. These windows are very hard to access so blinds or curtains are not practicable. We are considering adding similar filters to some of the windows in the drawing room (see plan below)

The presence of pests is monitored using pest traps in each room which are checked and reported on regularly. Woodworm is an ongoing problem, especially in the attic and a routine inspection for evidence of current activity takes place annually. Treatment follows as appropriate. We normally use *Constrain* as it is non toxic to humans and very gentle on furniture and polished surfaces. Because it is less powerful than most commercial treatments, vulnerable objects needs to be inspected at least annually.

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

The environment in the attic is not adequately managed and there is no realistic solution for this as it is a large undivided space directly under the roof. The area is prone to temperature and relative humidity extremes and rapid fluctuations. It is recognised that it is far from an ideal location to house collections but in the absence of an alternative this is where the bulk of furniture is stored.

Annual Conservation Budget

The Joint Committee has established a budget of £6000 for collections management and care. This has not changed since 2002. A grant from the Heritage Lottery Fund was sought for conservation or the three 16th Century tapestries, a project that ended in 2007 and the Friends of Mount Edgcumbe have contributed to conservation work, notably the re-gilding of the Pier Table.

Category	Need identified	Action	Resources	Target date
Environmental Monitoring and Control & preventative conservation	Control light levels and improve routines to reduce them in vulnerable areas. Drawing room has been identified as room with most vulnerable objects and higher than acceptable levels	Asses levels in all rooms. Consider displaying high quality scans of watercolours to prevent further light damage, lower light levels where appropriate (switch off electric lights and keep blinds down) and ensure stewards and visitors are aware of damage light causes. Consider applying UV film to window area beside piano to reduce bleaching to marquetry cabinet.	Get quote – money will come from conservation budget	May 2010
	Monitoring of woodworm in Attic store	Continue doing annual checks and treating where appropriate with Constrain	Treatment costs to be found in conservation budget. Treatment to be done in-house.	This years check to be complete by end of Feb 2010
ceramics		Find suitable ceramics conservator to do in 2010	conservation budget	By end of 2010
outdoor sculptures	Condition Survey Some very damaged. Assessment need to be done.	Identify suitable sculpture conservator to assess and prioritise work. Set up annual maintenance of outdoor sculptures. Move most vulnerable sculptures indoors, probably to English or French Garden House	Conservation work will undoubtedly be required as a result of this. The Friends (FOMECP) have suggested we request a contribution from them	Winter 2009/10

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

Category	Need identified	Action	Resources	Target date
Outdoor Sculptures		Implement work identified as a priority by sculpture conservator	Conservation budget/other funding source?	Summer 2010
Paintings	Conservation work on paintings	Ongoing conservation work based on Richard Watkiss audit	Check budget and prioritise in relation to other commitments.	Commission work in Autumn Spring 2010
Furniture	repairs to various items of furniture	Based on audit by Tony Vernon and on new problems/issues arising. Decide on priorities for treatment based on his most recent assessment & available budgets for the year	Conservation budget	Commission work in Autumn 2009
Earl's Collection		Currently stored in Art store. Conditions are good.		
Stores	Arrange transfer of remaining oil paintings	Conditions are good in this store. Space has been made available to house the remaining Mt E oil paintings, currently still at PCMAG.	PCMAG staff to transfer paintings to Mount Edgcumbe	Need to negotiate date in Jan 2010 with Museum
Barrow Park	Set up pest monitoring routine in the various spaces where artefacts are displayed	Monitor for woodworm. Rodent monitoring is already in place.	KJ/JC	Spring 2010

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

Risk Register – Mount Edgumbe House & Country Park

Risk Title	Consequence	Probability (5 = high 1 = low)	Severity (5 = high 1 = low)	Raw Risk Rating	Control Procedures	Probability	Severity	Residual Risk Rating
Environmental Risk Coastal Erosion	Potential threat to public access and damage to property	4	5	20	Regular Monitoring of the coast. Follow Governments Coastal Management Plan Guidelines (currently under review)	4	4	16
Environmental Risk Sudden Oak Death	Potential Loss of historic plant collections and degradation of the natural environment and gardens	5	5	25	Regular testing by Plant Health Inspectorate. Prompt removal of infected plants. Ongoing removal and control of Rhododendron ponticum	5	2	10
Built Environment Deterioration of Listed Buildings	Lack of maintenance will lead to the run down of historically	4	5	20	A full condition survey of all structures has been commissioned. This, together with	4	2	8

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

Risk Title	Consequence	Probability (5 = high 1 = low)	Severity (5 = high 1 = low)	Raw Risk Rating	Control Procedures	Probability	Severity	Residual Risk Rating
and Structures	important structures				regular checks will ensure their maintenance			
Degradation of historic paintings, chattels and documents	Loss of important heritage items	5	5	25	Regular condition checks and an active restoration programme	3	2	6
Health & Safety of Staff and Public	Death or injury to staff and public	5	5	25	Regular Health and Safety training for staff. Regular safety checks of high risk areas including equipment. Participation in corporate Health and Safety initiatives.	2	2	4
Failure of the new commercial outlets to reach financial targets	Budget deficit for 2010/2011 that the two authorities cannot meet, leading to a	5	5	25	Tight budgetary controls by regular monitoring by the Mount Edgcombe Officers Working Group. Timely	2	2	4

OPERATIONAL ACTION PLAN FOR MOUNT EDGCUMBE HOUSE AND COUNTRY PARK 2010/2011

Risk Title	Consequence	Probability (5 = high 1 = low)	Severity (5 = high 1 = low)	Raw Risk Rating	Control Procedures	Probability	Severity	Residual Risk Rating
	degradation of the asset and service provided				action taken to ensure costs do not overtake income			

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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