



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Facsimile 01572 758307 DX28340 Oakham

Meeting: CABINET

Date and Time: Tuesday, 16 January 2018 at 9.30 am

Venue: COUNCIL CHAMBER, CATMOSE, OAKHAM,
RUTLAND, LE15 6HP

**Corporate support
Officer to contact:** Natasha Taylor 01572 720991
email: corporatesupport@rutland.gov.uk

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/my-council/have-your-say/

A G E N D A

- 1) APOLOGIES FOR ABSENCE
- 2) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE
- 3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

- 4) RECORD OF DECISIONS

To confirm the Record of Decisions made at the meeting of the Cabinet held on 19 December 2017.

- 5) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to the Leader (copied to Chief Executive and Democratic Services Officer) by 4.30 pm on Friday 12 January 2018.

REPORT OF THE DIRECTOR FOR RESOURCES

**6) DRAFT BUDGET 2018/19
(KEY DECISION)**

Report No. 7/2018
(Report to follow)

**7) TREASURY MANAGEMENT STRATEGY
(KEY DECISION)**

Report No. 6/2018
(Report to follow)

**8) COUNCIL TAX BASE AND NATIONAL NON DOMESTIC RATES FOR
2018/19
(KEY DECISION)**

Report No. 1/2018
(Report to follow)

REPORT OF THE DIRECTOR FOR PLACES

**9) SPEED LIMIT REVIEW
(KEY DECISION)**

Report No. 144/2017
(Pages 5 - 16)

10) RUTLAND COUNTY MUSEUM COLLECTIONS POLICY AND DISPOSALS

Report No. 9/2018
(Pages 17 - 66)

11) ANY ITEMS OF URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

---oOo---

MEMBERS OF THE CABINET: Mr T Mathias Chairman

Mr G Brown
Mr R Foster
Mr O Hemsley
Mr A Walters
Mr D Wilby

SCRUTINY COMMISSION:

Note: Scrutiny Members may attend Cabinet meetings but may only speak at the prior invitation of the person presiding at the meeting.

**ALL CHIEF OFFICERS
PUBLIC NOTICEBOARD AT CATMOSE
CORPORATE SUPPORT TEAM**

This page is intentionally left blank

CABINET

16 January 2018

SPEED LIMIT REVIEW

Report of the Director for Places (Environment, Planning & Transport)

Strategic Aim:	Safeguard the most vulnerable and support the health & well-being needs of our community	
Key Decision: Yes	Forward Plan Reference: FP/1231015/03	
Cabinet Member(s) Responsible:	Mr T Mathias, Leader, Portfolio Holder for Finance and Places (Highways, Transport and Market Towns)	
Contact Officer(s):	Dave Brown, Director for Places (Environment, Planning & Transport)	01572 758461 dbrown@rutland.gov.uk
	Neil Tomlinson, Senior Highways Manager	01572 758342 ntomlinson@rutland.gov.uk
Ward Councillors	Not applicable	

DECISION RECOMMENDATIONS

1. That subject to funding by the Parish Councils Cabinet approve:
 - a) That the speed limit be reduced from 30mph to 20mph at Harrier Close, Cottesmore, as shown on Drawing SLR-06.
 - b) That the speed limit be reduced from 60mph to 40mph on the A606, Stamford Road/Bunkers Hill, Empingham, as shown on Drawing SLR-09.
 - c) That the speed limit be reduced from 60mph to 40mph on the A606, Stamford Road, as shown on Drawing SLR-10.
2. That the consideration of any objections to the statutory consultation notices for the traffic regulation orders (TROs) be delegated to the Director for Places (Environment, Planning and Transport) in consultation with the Ward Members and Portfolio Holder for Finance and Places (Highways, Transport and Market Towns) along with the authority to modify the proposed TROs.
3. That Cabinet note the commencement of the statutory consultation process for the TROs for a weight restriction and 20mph speed limit for Oakham Town Centre as shown on Drawings SLR-04 and SLR-08.

1 PURPOSE OF THE REPORT

1.1 To consider proposals to change speed limits.

2 BACKGROUND AND MAIN CONSIDERATIONS

2.1 The Department of Transport (DfT) publishes guidance which local authorities should take into consideration when setting local speed limits (DfT Circular 01/2013). This sets out the circumstances in which particular speed limits should be applied in urban and rural locations.

3 KEY POINTS FROM DFT CIRCULAR 01/2013

3.1 Local Authorities are responsible for determining speed limits on the local road network. However, it is important that councils and police forces work closely together in determining, or considering, any changes to speed limits.

3.2 The full range of speed management measures should be considered before a new speed limit is introduced. The underlying aim should be to achieve a 'safe' distribution of speeds. The key factors that should be taken into account in any decisions on local speed limits are:

- history of collisions;
- road geometry and engineering;
- road function;
- composition of road users (including existing and potential levels of vulnerable road users);
- existing traffic speeds; and
- road environment.

3.3 While these factors need to be considered for all road types, they may be weighted differently in urban or rural areas. The impact on community and environmental outcomes should also be considered.

3.4 The minimum length of a speed limit should generally be not less than 600 metres to avoid too many changes of speed limit along the route.

3.5 Speed limits should not be used to attempt to solve the problem of isolated hazards, such as a single road junction or reduced forward visibility, e.g. at a bend.

3.6 The speed limits on all 'A' and 'B' class roads were reviewed in 2008 and 2009. Since 2009 annual reviews have been carried out to consider any requests for changes.

3.7 The requested changes are listed in Appendix A with a recommendation against each. Those recommended for approval are shown on the attached drawings in Appendix B.

4 CONSULTATION

- 4.1 Consultation has been carried out with Ward Members, Leicestershire Constabulary, Parish and Town Councils. The results are shown in Appendix A. The Police have objected to most changes which do not comply with DfT guidance. Statutory consultation will be required before the restrictions can be implemented.
- 4.2 A weight restriction and 20mph speed limit form part of the proposals for the Oakham Town Centre improvement scheme. Approval of these will be considered as part of the overall scheme approval process, however Cabinet are asked to note the commencement of the statutory consultation process. The proposed weight restriction will not prevent access for loading and unloading.

5 FINANCIAL

- 5.1 The cost of the recommended speed limit changes (including signs, legal orders and advertising) will be about £4,500.
- 5.2 It is proposed that changes are only made where Parish Councils agree to meet the cost, unless the change is being implemented due to road safety concerns following accident investigations.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 Local Authorities are responsible for determining speed limits on the local road network; however, the police are responsible for enforcement.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 Equality impact assessment screening has been carried out. No issues were identified and a full equality impact assessment is not required.

8 COMMUNITY SAFETY IMPLICATIONS

Speed limit changes are usually requested as a result of perceived road safety issues rather than recorded accidents. However, it is recognised that local communities may be aware of minor accidents and near misses that do not appear in the police statistics.

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 Reduced speed limits could encourage more pedestrians and cyclists to use some rural roads, which would have associated health benefits

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 10.1 Requests for changes to speed limits have been assessed in line with DfT guidance and consultation has been carried out. The recommended changes are generally those that meet DfT guidance and have the support of the Parish Council, Ward Members and the Police.

11 BACKGROUND PAPERS

11.1 There are no background papers

12 APPENDICES

12.1 Appendix A – Overview of Speed Limit Change requests

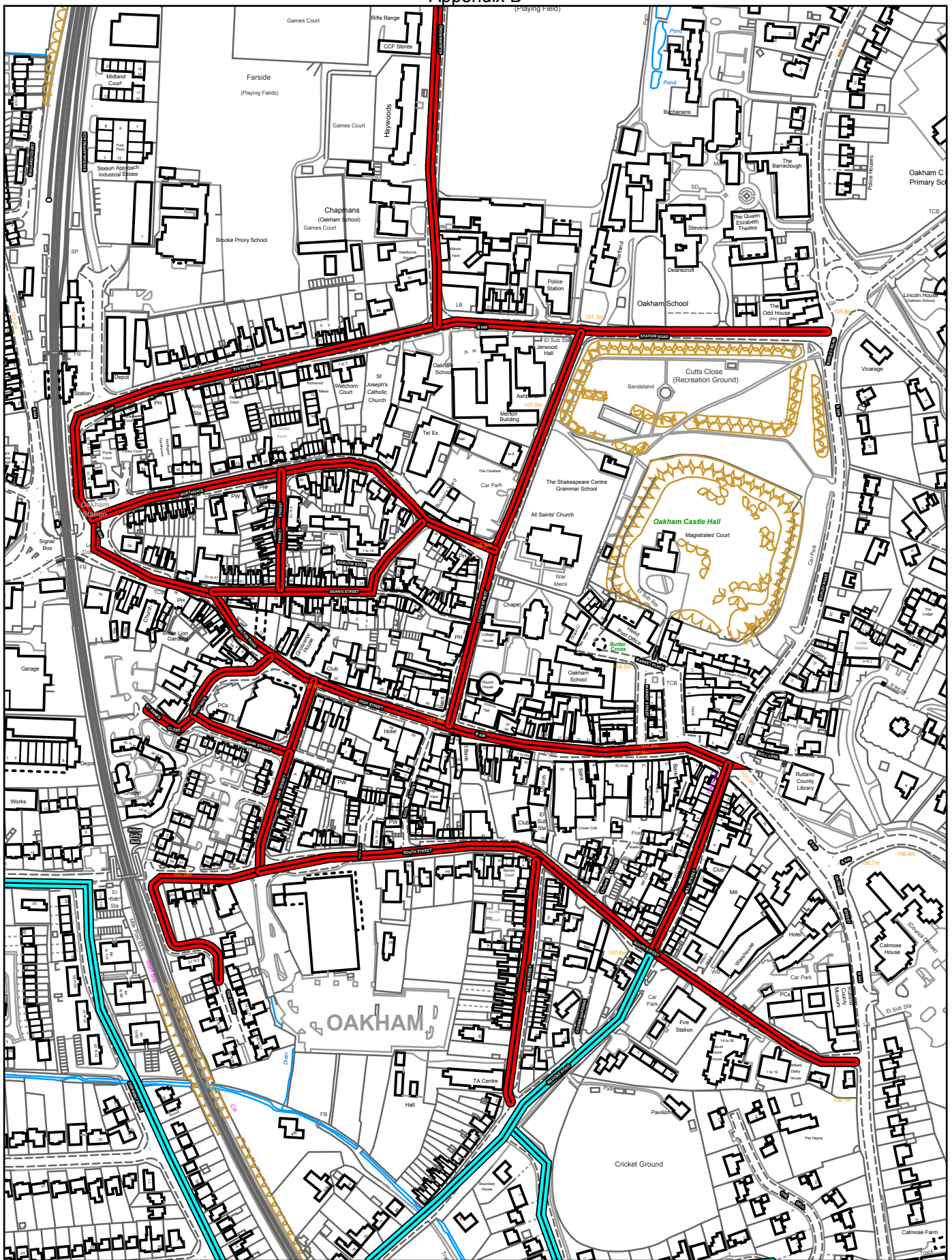
12.2 Appendix B – Scheme Specific Drawings

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Appendix A - Requested Changes

Ref	Location		Drawing No	Limit		Mean Speed	Description	Ward Member Support	Police Support	Recommended	Comments	Est Build Cost (£000)
	Village	Road		Existing	Requested			Y/N				
01	Burley on the Hill	Cottesmore Road		50	40	48	Request to reduce speed to 40mph along Cottesmore Road	Yes	Yes	No	There is little frontage development along this road. Compliance with a reduced speed limit is likely to be poor and result in request for further measures to reduce speeds.	1
02 and 03	Oakham	Welland Way and Brooke Road		30	20	20	Combined SLR02 and SLR03		Traffic Calming Required	No, subject to further consultation	Change the whole of the Rivers Estate to a 20mph limit. Speed Survey on Welland way showed average speed of 23mph and an 85th Percentile of 29mph. Trent Road showed an average speed of 16mph and an 85th Percentile of 19mph. Traffic calming will be required on this scheme which may increase costs and will be subject to the Capital scheme approval process. Further meetings required with all stakeholders to determining need and funding.	10
05	Braunston	Knossin-gton Rd/ Oakham Rd		60	40	38	40mph buffer zones	Yes	No	No	Both ends of the village already benefit from natural traffic calming features and the west end now benefits from a chicane. The proposal is also not in line with the DFT guidance and should therefore be refused	
06	Cottesmore	Harrier Close	SLR-06	30	N/A	16	Request for Home Zone signage	Yes	Yes	Yes	Approve 20mph zone in vicinity of site. Will need to double check measurements between each speed bump. 20mph zones require there to be traffic calming or signage or roundel at 50m intervals throughout the zone. Home Zone request revised following consultation with Parish and residents	1
07	Langham	Burley Road		60	40	38	Request for 40mph between Langham and the level crossing	Yes	Yes	No	There is very little frontage development along this road.	1
08	Oakham	Town Centre/ Various	SLR-08	30	20		20mph limit for High Street, from Mill Street/Burley Road Roundabout to New Street & Church Street to Northgate	Yes	Traffic Calming Required	To be considered as part of the scheme approval process	To be considered as part of scheme approval process. Statutory consulltion to comence.	3
09	Empingham	Bunkers Hill	SLR-09	40	30	33	Add 40mph buffer zone past one-way turn to normanton (previously deferred)	Yes	Yes	Yes	Approval and in line with Table 1 of the DFT guidance following consultation with Ward Members and Parish	2
10	Stamford	A606 Junction with A1	SLR-10	60	40	40	40mph buffer zone 450m westerly from the existing 30mph speed limit	Yes	Yes	Yes	Approval, however the exact limits of the proposed change will need to be agreed with Highways England, as to where signs can be placed. We are currently in Consultation with Highway England and will continue to work closely with them if this does go forward	1.5

This page is intentionally left blank




IT Services
 Rutland County Council
 Catmose House
 Catmos Street
 Oakham
 Rutland
 LE15 6HP


telephone: 01572 722 577
 fax: 01572 758 307
 email: snn@rutland.gov.uk

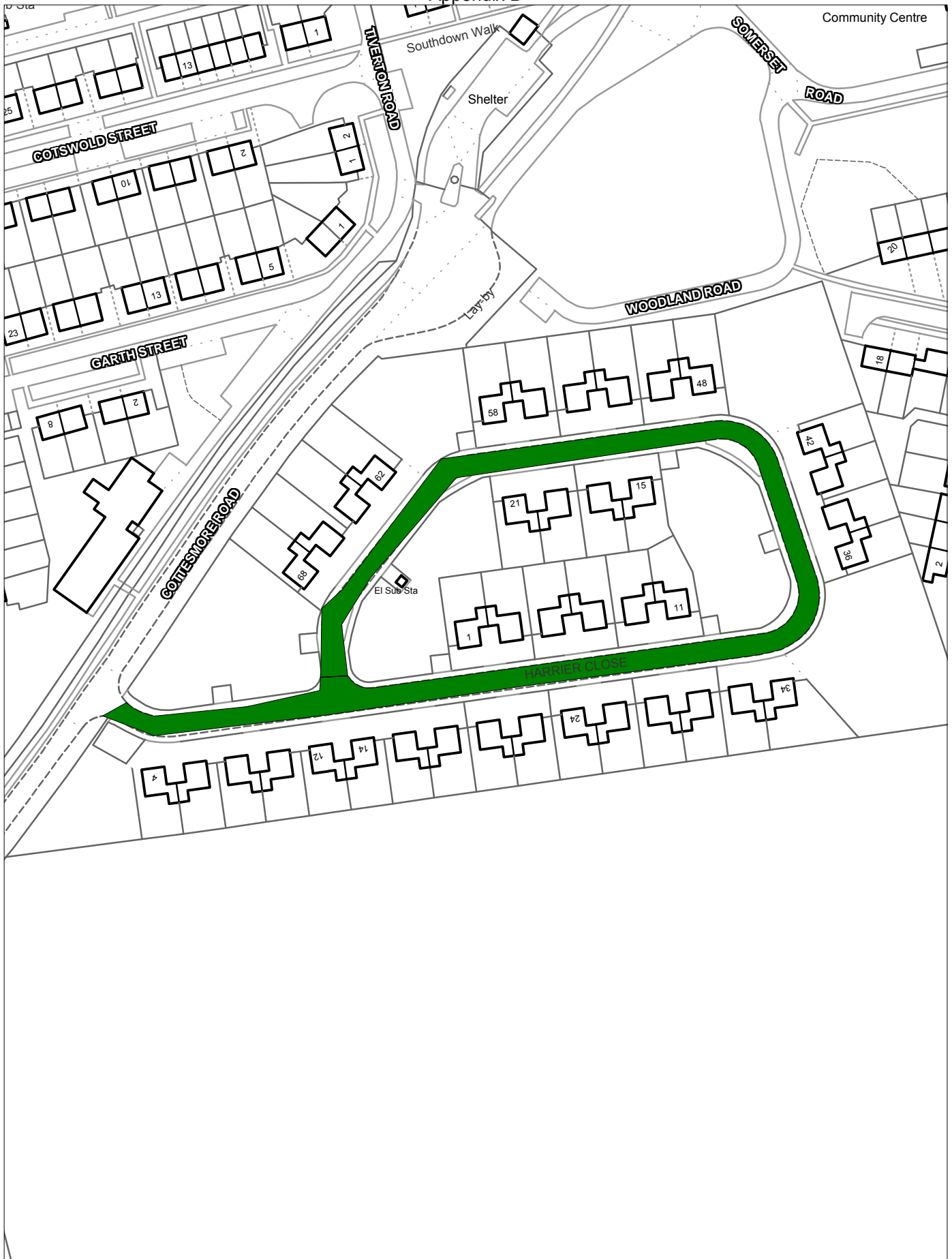
Speed Limit Review

SLR-04
Oakham Town Centre
Weight Restriction
 Red - New weight restriction
 Blue - Existing weight restriction

11

© Crown copyright and database rights [2010] Ordnance Survey [100018056]



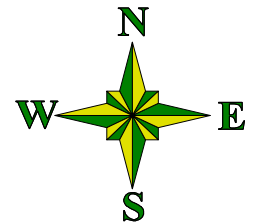


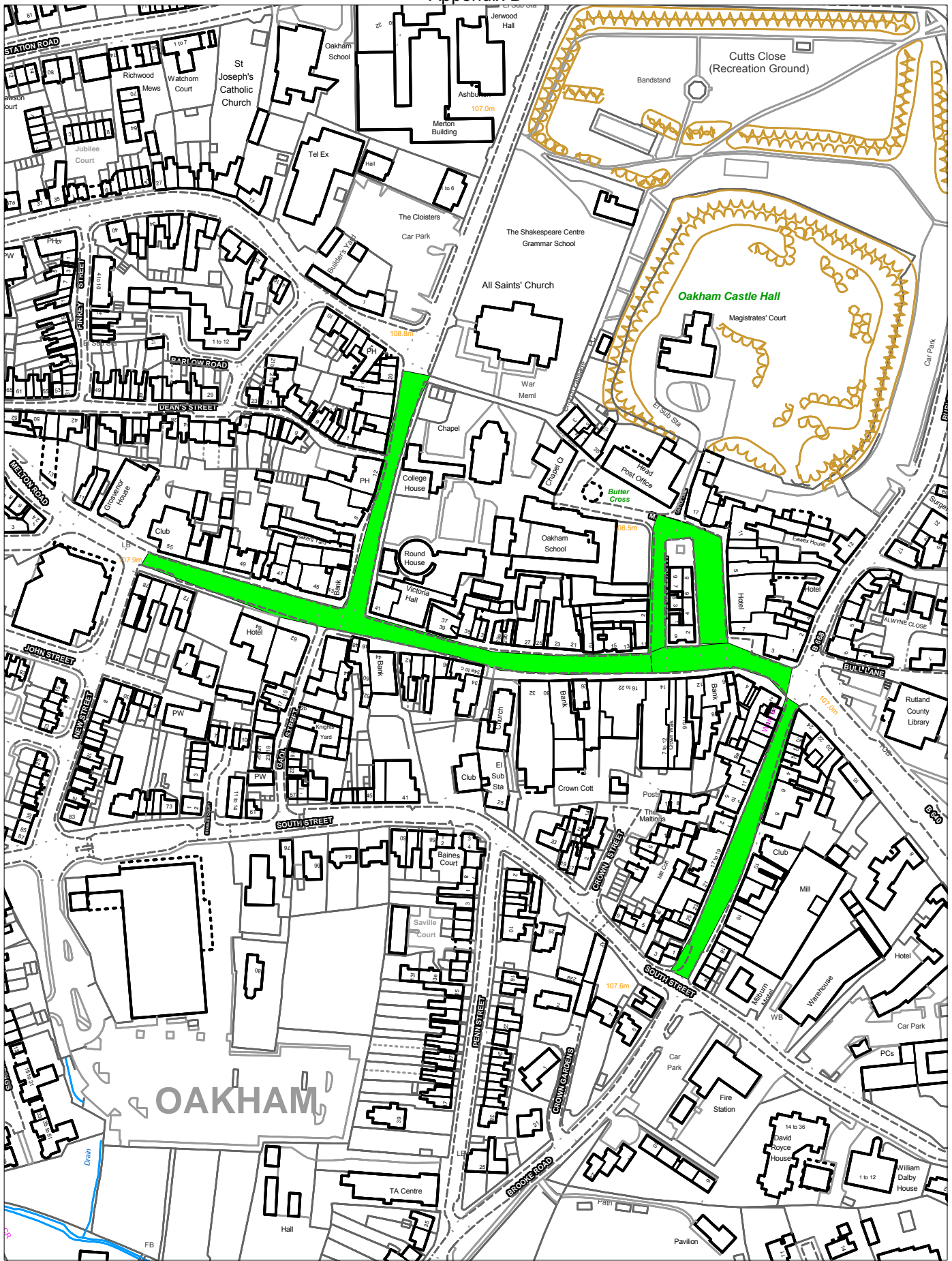
IT Services
 Rutland County Council
 Catmose House
 Catmos Street
 Oakham
 Rutland
 LE15 6HP

telephone: 01572 722 577
 fax: 01572 758 307
 email: snn@rutland.gov.uk

Speed Limit Review

SLR06 Harrier Close, Cottesmore
 Home Zone Signage





IT Services
 Rutland County Council
 Catmose House
 Catmos Street
 Oakham
 Rutland
 LE15 6HP

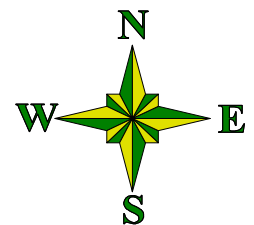
telephone: 01572 722 577
 fax: 01572 758 307
 email: snn@rutland.gov.uk

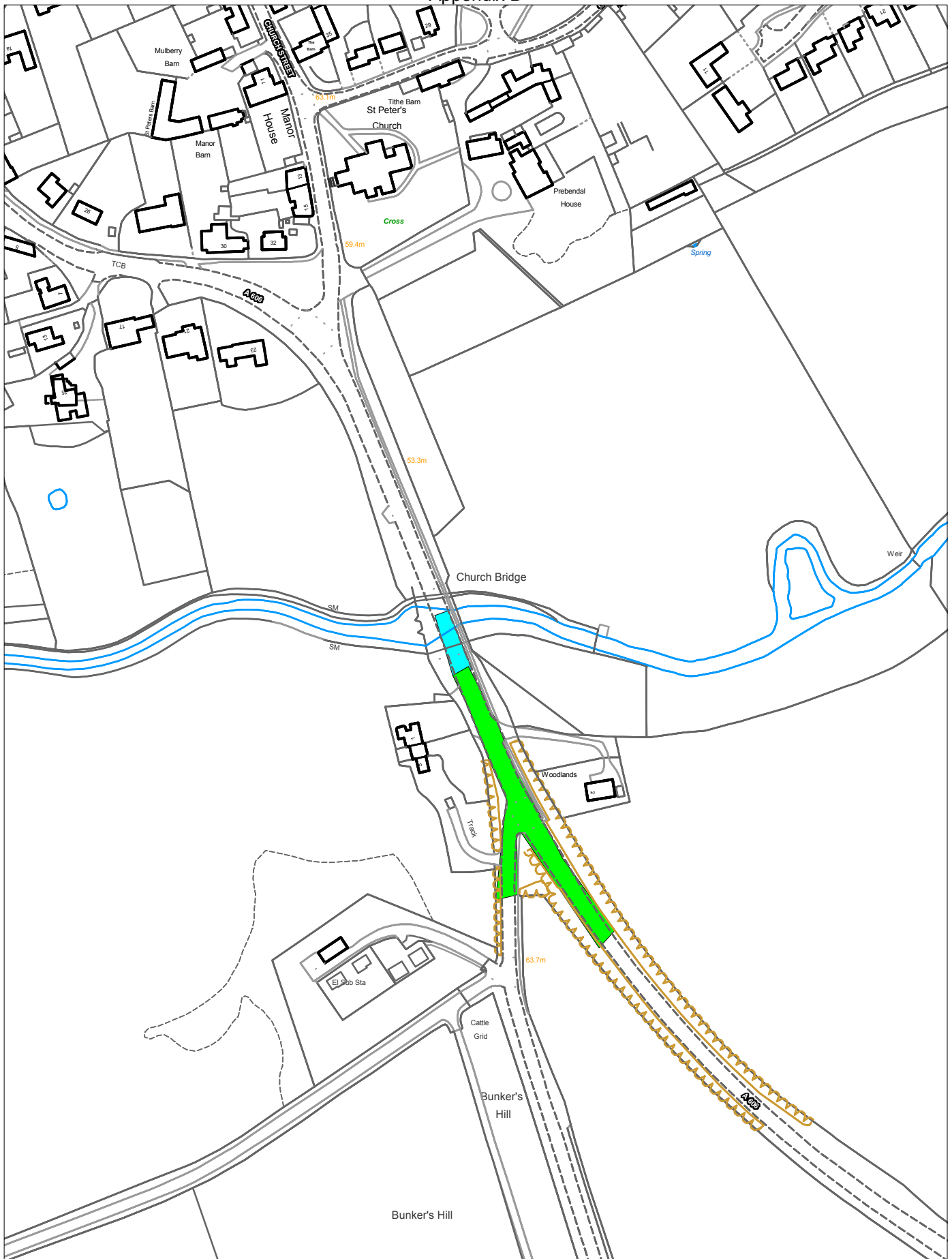
Speed Limit Review

Oakham Town Centre
 Reduce speed limit to 20mph

SLR-08

13





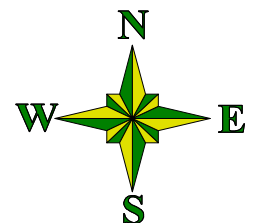
IT Services
Rutland County Council
Catmose House
Catmos Street
Oakham
Rutland
LE15 6HP

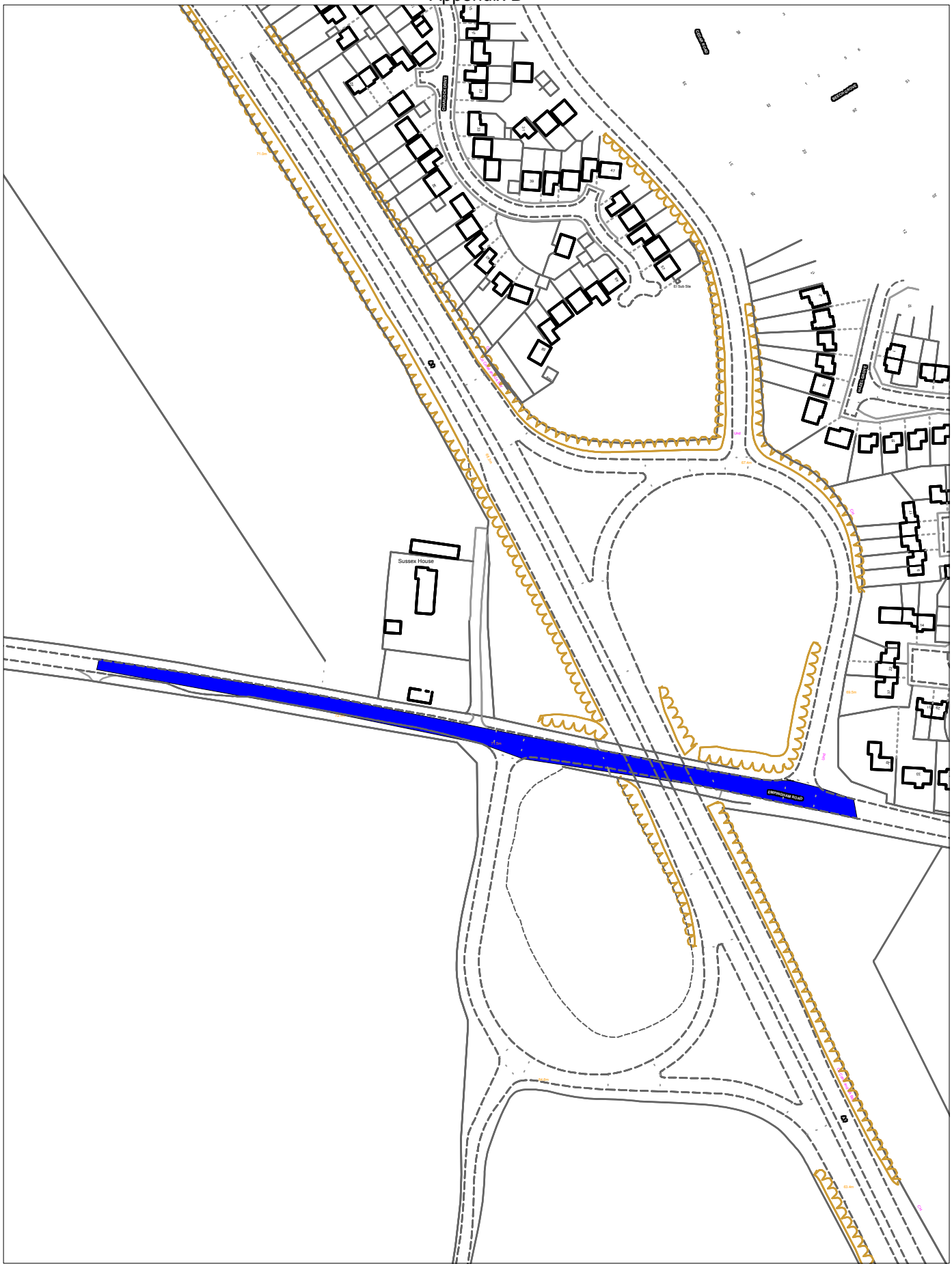
telephone: 01572 722 577
fax: 01572 758 307
email: snn@rutland.gov.uk

Scale 1cm:0.0250km

SLR-09

Speed Limit Review
30mph (blue) leave as existing
40mph buffer (green) Create a 40mph buffer zone
14





IT Services
Rutland County Council
Catmose House
Catmos Street
Oakham
Rutland
LE15 6HP

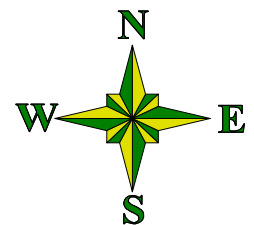
telephone: 01572 722 577
fax: 01572 758 307
email: snn@rutland.gov.uk

Speed Limit Review

40mph buffer zone 450m westerly from
the existing 30mph speed limit

SLR-10

© Crown copyright and database rights [2010] Ordnance Survey [100018056]



This page is intentionally left blank

CABINET

16 January 2018

RUTLAND COUNTY MUSEUM COLLECTIONS POLICY AND DISPOSALS

Report of the Chief Executive

Strategic Aim:	Reaching our Full Potential	
Key Decision: No	Forward Plan Reference: FP/101117	
Cabinet Member(s) Responsible:	Mr G Brown, Portfolio Holder for Sport & Recreation, Culture and the Environment	
Contact Officer(s):	Robert Clayton, Head of Culture & Registration	01572 758435 rclayton@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

- 1) Approves the disposal of the surplus artefacts identified in Appendix A, presently held by Rutland County Museum, in accordance with the existing Museum Collections Development Policy
- 2) Approves the revised Museum Collections Development Policy 2018 (Appendix B), noting that any future proposals for disposal will also require a separate report and authorisation by Cabinet.

1 PURPOSE OF THE REPORT

- 1.1 This paper presents for Cabinet approval a list of artefacts from the Rutland County Museum collections for disposal. The artefacts have been identified by the Museum Collections Manager as not being of value in promoting and preserving the heritage and traditions of the County, and whose continuing preservation does not represent effective use of resources allocated to protect the heritage of the County. The Museum Collections Development Policy requires the Governing Body to authorise disposals.
- 1.2 This paper also presents a revised Museum Collections Development Policy, which covers priorities for future museum acquisitions, disposals and ethical collections issues (such as not collecting items resulting from spoliation).

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Rutland County Museum is an Accredited Museum, under the national scheme operated by Arts Council England. The Museum holds objects in line with its Collections Development Policy, most recently approved by Cabinet on 4th November 2014 (Report No. 244/2014).
- 2.2 Over its almost 50 years of operation, a significant number of items have been deposited with the Museum which either duplicate, or do not add value to the collections, particularly items which have no known connection with the history of the County.
- 2.3 The Museum presently holds around 13,000 artefacts, of which only around 1,000 are currently able to be displayed. Some of the duplicate or non-Rutland items take up significant floor space, and do not reflect the broad range of the collections covering many historical periods in the history of Rutland.
- 2.4 In line with the existing policy, 137 items have been identified for disposal from the Museum collections. These items are listed in full at Appendix A, which gives details of their provenance (where known) and the reason for their being selected for disposal. It is the advice of the Museum Collections Manager that these artefacts should be disposed of, to enable more focus to be placed on items that are of importance to the local area.
- 2.5 Disposal of these objects will enable the Museum premises to be used more effectively, allowing better promotion of the heritage and traditions of Rutland, and securing in the longer term the collections which the Museum holds for the residents of Rutland.
- 2.6 The Collections Manager (following the Collections Development Policy and best practice) proposes to offer the objects in the first instance to other accredited heritage sites as additions to their collections, and if there is no interest may dispose of the items either by sale, auction or donation to other bodies / individuals (including the original owner of the object if known). Priority will be given to keeping the object in the public domain. If items cannot be disposed of in other ways, as a final option items may be dismantled and disposed of in an environmentally friendly manner.
- 2.7 Some of the items were transferred to the Museum as part of the original acquisition of the Bolton Collection from Casterton Secondary Modern School.

This was at a time when formal acquisitions policies did not exist. As such the original ownership of some of these items is not known. The listing also includes a number of items which have not been added to the Museum's accessions register, as records of their deposit cannot be identified. In light of this, it is suggested that all decisions are taken openly, to publicise the disposal through local press in a positive manner, and look into any case of claimed ownership by an individual with a view to returning to them if necessary.

- 2.8 Museum Policies require periodic review, and the revised Collections Development Policy 2018 (attached at Appendix B) has been drafted using Arts Council England best practice guidelines. Elements indicated in bold are taken directly from the guidance published at <http://www.artscouncil.org.uk/accreditation-scheme/support-and-advice#section-2>. The most significant change from the 2014 policy is the inclusion of large farm and agricultural equipment as a priority collection for consideration for alternative display or rationalisation in the future.
- 2.9 This does not mean that all of the farming equipment will be disposed of, but it will be possible to explore new ways of displaying the equipment, potentially at an alternative site with other partners. With large agricultural heritage items identified in this way, an extensive process of review will be undertaken. Some items may, in due course, be identified for disposal, but any such proposal will be subject to a formal report to Cabinet and consultation, as is the case with the artefacts identified in Appendix A.
- 2.10 This process could release a significant proportion of the Museum floor-space for alternative uses. A period of time would be required to identify alternative settings, and to work with partners to relocate the items.

3 CONSULTATION

- 3.1 The Friends of Rutland County Museum and Oakham Castle, and the Rutland Local History and Records Society, have both been informed of the proposals included in this report, and have received advance copies of both the list of items proposed for disposal, and the revised policy.

4 ALTERNATIVE OPTIONS

- 4.1 Periodic disposal of items from Museum collections which do not meet with agreed collecting policies is a necessary requirement to ensure that Museums are not burdened with artefacts which do not meet the purposes for which the museum exists. To protect the collections from being dispersed or damaged, the Museum abides by the Collections Development Policy, which requires the Governing Body to consider and authorise disposals.

5 FINANCIAL IMPLICATIONS

- 5.1 Any artefacts identified for disposal which are not found new homes with other public bodies may generate a small revenue income, realised through their sale. In line with the Collections Development Policy, the funds should be earmarked to undertake improvements to the remaining collections. The costs of undertaking the disposals are largely staff time only, any organisations acquiring items will be required to fund transportation and insurance costs themselves.

- 5.2 Amending the Collections Development Policy has no direct financial implications, although it does confirm the ethical way in which artefacts may be disposed of from the collections, which can result in the receipt of funding through sale.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 This report proposes disposals in line with current Museum Policy, and the revised Policy is in accordance with Arts Council England best practice museum guidelines (elements indicated in **bold type** in Appendix B). Cabinet, as the Governing Body of the Museum, is authorised to approve of disposals from the Museum collection.
- 6.2 There are occasional controversies that arise as a result of Museums attempting to sell significant objects from their collections to raise funds or mitigate cuts. Such sales are regarded as unethical, and have resulted in those Museums losing their Accreditation Status. This means they cannot apply for many streams of funding (including Heritage Lottery Fund grants) and are not able to receive loans or support from other Museums. The revised policy would not enable such financially motivated disposals.
- 6.3 There are no governance implications arising from the report.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment Screening Form has been completed; no significant impacts have been identified.

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 No community safety implications have been identified.

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 No health and wellbeing implications have been identified.

10 ORGANISATIONAL IMPLICATIONS

- 10.1 Environmental implications: If no suitable locations can be found for the artefacts proposed for disposal, through gift, loan or sale, then the items may be destroyed in an environmentally friendly manner.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 Cabinet is recommended to approve the disposal of the Museum artefacts identified in Appendix A, and to approve the revised Collections Development Policy attached as Appendix B.
- 11.2 Approval for following the steps as outlined in the policy will help to ensure that Rutland County Museum is able to retain its status as an Accredited Museum, which is a quality standard for the service.
- 11.3 Disposal of items not required as part of the collection will enable the Council to review the best use of the Museum footprint in the future, in line with the corporate

strategy of rationalising the spaces occupied by the Council.

- 11.4 Any future proposals for disposal of artefacts will be presented to Cabinet for consideration, following review and consultation.

12 BACKGROUND PAPERS


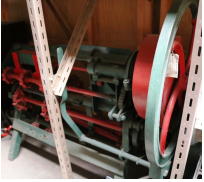

- 12.1 There are no additional background papers to the report.






13 APPENDICES

- 13.1 Appendix A – Museum Artefacts Proposed for Disposal
13.2 Appendix B – Museum Collections Development Policy 2018






A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.





This page is intentionally left blank






Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1967.15	chopper	A herb chopper with a semi-circular steel blade attached to cylindrical wooden handle	gift	blade length 190mm	blade width 76mm			consider disposal unknown association	MH, B, CASE 8 26.1.2007	
OAKRM : 1967.30	machine	A straw matting or thatching machine. This machine works in a similar way to a sewing machine. It was invented to stitch together lengths of straw in a continuous strip for thatching hay and corn ricks. It was a fast method of making thatch. The machine was driven either by hand or a stationary engine. It was known as the H.S.I. Spider Straw Matting Machine and was made by The Harvest Saver and Implements Co. Ltd., 65 South Norton Street, London. It is late 19th century in date. This particular example came from Ashwell Prison [presumably used by the inmates]	gift	overall length 1360mm approx	overall width 740mm	overall height 1270mm	Ashwell Rutland England HM Prison	consider disposal never been used for display, limited display options. association query	PH, store 24.11.2014	
OAKRM : 1968.114	plough	A single furrow plough made by Hornsby Hardy.	gift	overall length 3570mm	overall width 350mm approx	overall height 720mm		consider disposal non rutland	courtyard 6.2.2014	





Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1968.136	churn	A butter churn. Triangular barrel mounted on steel axles to trunnions bolted to top of simple trestle framework.	gift	barrel length 486mm	barrel diameter 437mm - 450mm	stand length 660mm	Bringhamst Leicestershire England	consider disposal association is Bringhamst and Great Easton - both in Leicestershire	PH, dairy 21.7.2016	
OAKRM : 1968.148.1	measure	A 1 pint measure. Shaped as coffee mug in turned and carved wood. 19th Century in date.	gift	overall volume 1pint 568mls			Melton Mowbray Leicestershire England	consider disposal no Rutland association	MHS, F, 13, B, 1, B7 16.11.2017	
OAKRM : 1968.148.2	measure	A half pint measure. Shaped as coffee mug in turned and carved wood	gift	overall volume 1/2pint 284mls			Melton Mowbray Leicestershire England	consider disposal no Rutland association	MHS, F, 13, B, 1, B7 16.11.2017	
OAKRM : 1968.154	plough	A simple wood beam/iron plough similar to Ransomes/Hornsbys. Manufactured by Cooke and Sons of Lincoln.	gift	overall length 1340mm approx	at handle width 695mm	overall height 860mm		consider disposal association unknown	courtyard 27.8.2014	
OAKRM : 1968.156	plough	A a simple type of wood/ steel forging plough for single horse use. Manufactured by Hornsby R and Sons of Grantham, Lincolnshire. Mid to late 19th century in date.	gift	overall length 3305mm	overall width 660mm			consider disposal similar item in collection. However, type of award winning Rutland Plough designed by Richard Westbrook Baker from Langham	courtyard 27.8.2014	

24





Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1968.170	bag	A leather handbag from the late 19th or early 20th Century. The handbag belonged to the donor's great-great-grandmother, Mary Ann Martha Smith.	gift	depth 180mm	height 300mm	length 280mm	Market Overton Rutland England	consider disposal association Melton. However, used in display	MH, Kitchen 16.11.2006	
OAKRM : 1968.177	teapot	A teapot and stand. Kettle shaped with handle over lid, swan neck spout and brown glaze. Heavily embossed floral pattern in red, white and blue overglaze.	gift	length 240mm	overall depth 195mm	overall height 240mm	Oakham Rutland England	consider disposal association Preston? check. Used in display	MH, kitchen	
25 OAKRM : 1969.109	winnower	A winnower. A box like structure on four legs, drum at one end; with internal screens and wire mesh trays (removable). Has external flywheel for belt drive from traction engine etc. Late 19th century in date.	gift	overall width 900mm	overall height 1420mm	overall length 1900mm	Easton on the Hill Northamptonshire England	consider disposal no Rutland association	PH, Barn left 27.8.2014	
OAKRM : 1969.134	pouch	A simple tongue shaped shot flask with brass fittings of a tube measure with sprung lever to cap; adjustable for 1 or 1.25 ozs loading	gift	overall length 215mm	overall width 72mm		unknown	consider disposal association unknown	MH, B, CASE 13 5.10.2016	
OAKRM : 1969.135	pouch	A simple tear shaped shot flask with steel fittings of a tube measure with sprung lever to cap; adjustable (1.5/1.25 ozs loads) ; ring to base	gift	overall length 205mm	overall width 85mm		unknown	consider disposal unknown association	MH, B, CASE 13 5.10.2016	






Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1969.137	pouch	A simple tongue shaped shot flask with brass fittings- tube measure w. spring lever to cap; ring to base; filling cap in lower tube T junction. Maker mark stamped on nozzle 'SYKES PATENT'	gift	overall length 225mm	overall width 95mm		unknown	consider disposal unknown association	MH, B, CASE 13 5.10.2016	
OAKRM : 1969.138	pouch	A simple discus shaped shot flask with steel fittings- tube measure w. spring lever to cap,. Pouch made with leather.	gift	overall length&width(max) 165mm,113mm			unknown	consider disposal association unknown	MH, B, CASE 13 5.10.2016	
OAKRM : 1969.139	flask	A power flask shaped as rounded lozenge. Flask made with copper with brass nozzle fitments. A spring lever to cap; ornate impressed design and space for monogram/name	gift	overall length 207mm	overall width 95mm		unknown	consider disposal association unknown	MH, B, CASE 13 5.10.2016	
OAKRM : 1969.172	plough	A 19th Century breast plough. Shaped as very large arrow with T-handle (iron braces), square point	gift	overall length 1895mm	handle width 189mm		Ely Cambridgeshire England	consider disposal No Rutland association	courtyard 24.3.2010	
OAKRM : 1969.186.1	beaker	truncated cone shape; made from blocked end of cow horn	gift				unknown	consider disposal association unknown	MH, B, CASE 8 26.1.2007	

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1969.186.6	beaker	A drinking beaker with truncated cone shape. Middle to late 19th Century in date and made from blocked end of cow etc horn	gift	overall height 92mm	overall diameter 64mm - 51mm		[Rutland]	consider disposal no Rutland association. one of a number of duplicate items	MH, B, CASE 8 26.1.2007	
OAKRM : 1969.186.8	beaker	A drinking beaker made from horn. Middle to late 19th Century in date. Association unknown	gift	at top diameter 60mm	at base diameter 45mm	overall height 100mm	[Rutland]	consider disposal association unknown	MH, kitchen	
27 OAKRM : 1969.189	measure	A dry measure. Bentwood cylinder with steel rims and cross brace (base). Clenched pins		overall diameter 310mm	overall height 150mm	volume capacity 1 peck / 4 gallons	Rutland England	consider disposal association unknown	PH 11.6.2010	
OAKRM : 1969.248	mould	A 19th Century metal jelly mould. Tall approximately conic shape. Decorative moulding like a Gaudi cathedral. Dated around 1880	gift	overall height 245mm			[Lincolnshire] England	consider disposal no Rutland association	MH, B, CASE 8 26.1.2007	
OAKRM : 1969.249	trivet	A 19th Century circular trivet on 3 legs. Forged from 4 pieces with a centre support as a spiral	gift	height 135mm	diameter 165mm		Lincolnshire	consider disposal no Rutland association	MH, B, CASE 8 26.1.2007	




Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1969.322	cake breaker	A cake breaker from the late 19th Century to early 20th Century in date. Crank with wooden handle; funnel, top; chute below; open teeth below funnel; ratchet and adjustment (? to clear blockage) ; gearbox cover is flywheel; 4 bolt holes, base; painted grey- by RCM?- not original colour	untraced find	overall height 1280mm	overall depth 885mm	overall length 1120mm	Lyddington Rutland England	consider disposal Lyddington association unclear	PH 11.6.2010	
OAKRM : 1969.387	show case	Three shop show cases made from mahogany wood and glass. Late 19th Century in date	gift	height	width	length	Uppingham Rutland England	consider disposal limited display use due to H&S associated with thin plate glass. unknown shop association	MHS, F, 15, C, 3, B1 4.12.2008	
OAKRM : 1969.422	bin	A 19th Century teak dough bin found in the back premises of the donor's shop. It is a large bin on four caster wheels. The height of the bin is 78 cm with a width of 75 cm and a length of 122 cm.	gift	height 780mm	width 750mm	length 1220mm	Oakham Rutland England	consider disposal Wheel missing/ broken, item not in display condition, duplicate item		
OAKRM : 1969.467	fork	A 20th Century, two pronged cooking or carving fork. The letters A.M. B127582/40 are punched on the handle. Made from iron, may have been a spanner originally.	gift	length 410mm	width 25mm			consider disposal association unknown / set dressing only	MH, kitchen	




28





Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1969.469	iron	A common shape flat iron with hollow handle moulded to double reverse cone. Manufactured by J and J Siddons of West Bromwich. Association unknown	gift	overall length 140mm	overall width 100mm	overall height 100mm	[Rutland]	consider disposal association unknown / display only	MH, kitchen 17.11.2006	
OAKRM : 1970.5	vat	A curd vat. A wooden box lined with sheet metal and having brass rim. Two wheels (mid). 1900 in date. A large 72 gallon capacity lined with tin plate. Marked 'JOHN GRAY STRANRAER'	gift	overall capacity 270 litres, 60 gallons	overall height 710mm		Manton Rutland England	consider disposal difficult to display due to size, not in display condition	PH, store 21.7.2016	
OAKRM : 1970.34	shears	Veterinary shears, late 19th century in date. Common type spring pivot one piece shears with triangular blades in small simple sheath	untraced find	overall length 284mm			[Rutland]	consider disposal association unknown	PH	
OAKRM : 1970.157	drawers	complete rack of shelves and drawers for shop fitting; 12 small drawers + 4 lge w. shelving fitted between; carved O handles to drawers		overall height 165mm	overall width 260mm	overall length 280mm	Oakham Rutland	consider disposal Display potential limited, very large item and association unclear (although potentially Rutland)	OEP 5.12.2016	
OAKRM : 1970.164	mill	A paint mill. Side frames inverted Vs supporting plate/base with funnel; cross bar on lower frame supporting gearing system; 4 bolt holes (base) ; flywheel+ crank handle on right connecting to gears via horizontal shaft; scraper fixed (spout) pressing onto main grinder; wor		overall height 378mm	funnel diameter 205mm			consider disposal unknown association	MHS, G, 2, B, 1 20.5.2017	

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1971.4	winch	An agricultural winch. Iron 4 legged stand and gearing with wooden roller	gift	overall width	overall depth	overall height		consider disposal very poor condition, not in displayable condition. woodworm	OEP 1.11.2017	
OAKRM : 1971.56	pump pipes	2 rough hewn (elm) trunks, trimmed/bored with natural taper and lesser amounts of iron fittings	gift	overall length 4680mm	overall diameter 200mm-260mm		Exton Rutland England	consider disposal poor condition, not suitable for display	courtyard	
OAKRM : 1971.91	butter spade	A butter spade. A carved wooden short handled trowel; perforated deeply curved blade	gift	overall length 249mm	overall width 140mm	blade width 113mm		consider disposal association unknown	PH, dairy	
OAKRM : 1971.230.1	chopper	oblong steel blade, double scallop/top edge; shaft rivetted to centre top; the shaft is set into a transverse, turned, cigar shaped handle	gift	blade length 137mm	blade width 65mm		unknown	consider disposal association unknown	MH, B, CASE 8 10.10.2016	
OAKRM : 1971.230.2	chopper	An oblong herb chopper. With slightly curved blade, tang forged from corner fitted to handle (parallel to blade), a cylinder of turned wood	gift	blade length 150mm	blade width 55mm		unknown	consider disposal association unknown	MH, B, CASE 8 26.1.2007	
OAKRM : 1971.230.3	chopper	oblong blade; tang rivetted to top edge fitted into a barrel shaped handle with flared terminals; handle is transverse/parallel	gift	blade length 150mm	blade width 90mm		unknown	consider disposal association unknown	MH, B, CASE 8 26.1.2008	




30


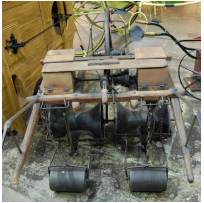

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1972.30	engine	A small static engine with flywheel; rectangular casing with aperture for cooling water; painted black and green	purchase	overall width 215mm	overall depth 155mm	overall height 615mm	Oakham Rutland	consider disposal incomplete item. Similar type of item in collection	PH, store	
OAKRM : 1973.5.1	barrel	A potter wine keg or barrel with hole for spout and opening for filling. Early 20th century, Leicester association	gift	overall diameter 185mm	overall height 348mm	overall capacity 2gallons	Leicester Leicestershire	consider disposal Leicester association. keep for display	MH, Cooper 18.4.2013	
³ OAKRM : 1973.10.2.1	saw	A one man, American tooth, cross cut tree felling saw. Extra steel tube handle. Blade with curved edge with 17 sets of 3 teeth. Used by either 1 or 2 persons. Early 20th century from Cottingham, Northamptonshire.	gift	overall length 1010mm	overall height 1010mm		Cottingham Northamptonshire England	consider disposal Northamptonshire association. Previously used for display in wheelwrights display.	MHS	
OAKRM : 1973.28	harmonium	A harmonium made by Carlross and Company, London. Circa 1900 in date. A common pattern 2-pedal organ with folding lid to keyboard, stops etc. Cast iron lifting handles at each end. Used at Exton Primary School	gift	overall width 1050mm	overall depth 378mm	overall height 830mm	Exton Primary School Exton Rutland	consider disposal bellows broken, wood damaged	PH, store	





Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1973.29	barrow, water barrow	Cylindrical water container mounted in frame on single wheel with 2 handles (wood). Manufactured by Murray Linder, Cheltenham early 20th century.	gift	overall length 1035mm	overall height 722mm	wheel diameter 305mm	Easton Northamptonshire England Race Course Farm	consider disposal no rutland association	PH, Barn right 9.6.2010	
OAKRM : 1973.67	picture	An embroidered picture, mid 19th century in date. Embroidered in wool and showing pheasants in ptychome. Embroidery is framed. From Oakham School	gift	overall width 476mm	overall height 397mm		Leicestershire England	consider disposal although acquired from Oakham School, association noted as Leicestershire. No further details found	MH, kitchen 16.11.2006	
OAKRM : 1973.97	embossing machine	An embossing machine made by Addressograph Company Limited, Leicestershire. Used by the Stamford Mercury. A makers mark is stamped on the frame 'SS'. A black enamelled tubular steel stand with sheet metal top supporting the machine. Has a double opposed set of steel type in a circular gallery connected to operating wheel (numbered/lettered) on top all operated via gearing. Slide to feed aluminium blanks	gift	overall height 1010mm	stand height 660mm	overall width 660mm	Stamford Lincolnshire England	consider disposal no Rutland association	PH 9.2.2008	

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1974.9	bureau	An oak desk with dropleaf lid supported by 2 pull-out shafts. 4 main and 6 internal drawers plus 2 'secret' docketts and 'safe', all lockable. The external drawers- 2 metal omega handles, internal drawers ivory knobs; 8 internal docketts below drawers	transfer	overall height 1055mm	overall width 904mm	overall depth 489mm		consider disposal used by RCC Education department. display potential limited	PH, store 23.11.2017	
OAKRM : 1974.35	chaff cutter	Chaff cutter early 20th century from Whittlesea, Cambridgeshire. Wooden trough mounted on 4 legs with treadle operated compression plate and pivoted blade, hand operated; also 4 pronged gathering fork		overall length 1230mm	overall width 840mm	overall height 1040mm	Whittlesea Cambridgeshire England	consider disposal No Rutland Association. From Whittlesea	MH 15.11.2006	
OAKRM : 1974.36	dray	An early 20th century dray and a separate Royal Mail postal box (box only, cart missing). The postal box construction having double doors at rear and security bar, double trapdoor in curved roof part of which forms drivers seat. Fitted with foot-board/dashboard and with iron railing around 3 sides of top. Carriage lamp brackets.	gift	overall length 1830mm	overall width 1140mm	overall height 1140mm	Oakham Rutland England lat/long 52.669784 -0.727397	consider disposal postal box very poor condition. restoration rather than conservation work is required. dray is a duplicate item	courtyard 5.8.2014	
OAKRM : 1974.43	desk	Large oak four legged table with 6 drawers + leather surface (embossed)		overall length 2436mm	overall width 1214mm	overall height 774mm	Oakham Rutland England	consider disposal used by RCC Education Department. Fair condition, no display potential due to size.	Study Area 16.12.2010	






33

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1974.97.1	fleam	A veterinary fleam. Simple 3 bladed knife. The blades have semi-circular cutters. Manufactured by Rodgers of Sheffield in late 19th Century to early 20th Century. Makers mark stamped on blade. Bone handle. Handle chipped and one blade broken	gift	overall length 89mm	overall width 23mm-10mm	overall depth 10mm	Market Harborough Leicestershire England	consider disposal no Rutland association and broken item	MH, CASE 18	
OAKRM : 1974.98	desk	Infants double school desk with hinged lid and seat. With two slots for slates and mathematical squares on the lid. Used at Knossington CE Primary School		overall width 915mm	overall depth 535mm	overall height 520mm	Knossington Leicestershire	consider disposal no Rutland significance. Propose to de-accession out of permanent collections but keep for display/ educational use. Used by educational school groups	PH 11.6.2010	
OAKRM : 1974.115.1	cream separator	A cream separator. Large casting containing gearbox and shafts; external demountable bowl type reservoir with feed pipe to centrifugal device with a 2 spouted hood (also demountable) ; wooden handled crank on side. Milk pail/bucket marked Lister, Dursley.	gift	overall height 585mm	reservoir diameter 380mm		Dursley Gloucestershire England	consider disposal no Rutland association	PH, dairy	
OAKRM : 1974.115.2	hay tedder	A hay tedder manufactured by G and E Jeffery, Stamford, Lincolnshire circa 1875. A two wheeled chassis with towbar; teddering device on central shaft.	gift	overall length 3090mm	overall width 2360mm	wheel diameter 1210mm & 47.64in		consider disposal no Rutland association	courtyard	






Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1974.115.3	mower	A horse drawn Bamford Mower made by Bamford and Son, Staffordshire in between 1924 and 1928. colour; red, yellow, black; chassis on 2 wheels with tow bar; geared drive from right hand wheel via shaft to reciprocating toothed bar; drivers seat [interpretation panel] The Bamford No. 5 horse drawn "Royal" mower was first made in 1882 and was a great success. The mower would have been pulled by one or two horses, although this example has since been adapted for a tractor	gift	overall length 2320mm	overall width 1135mm	cutterbar length 1485mm		consider disposal no Rutland association	courtyard 25.10.2017	
OAKRM : 1974.115.4	drill	Turnip drill with two hoppers above cast iron waisted rollers, leather belt drive, single large front wheel, two widely spaced handles, mostly wooden, iron fittings. Made by Gower A W and Sons of Shropshire. Early 20th century in date. Warwickshire and Shropshire associations	gift	overall length 2200mm	overall width 1245mm	wheel diameter 970mm	Congerstone Warwickshire England	consider disposal no Rutland association	MH 21.10.2014	
OAKRM : 1977.29.3	pan	Saucepan makers mark PINT NO [3] stamped on base. No lid	gift	pan diameter 130mm	pan height 100mm	handle length 210mm	Market Harborough Leicestershire England	consider disposal No Rutland association. Market Harborough	MH, Kitchen 17.11.2006	

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1978.10	kibbler	A maroon and gold coloured grain kibbler manufactured by Richmond and Chandler. Fitted with 4 legged iron stand, large flywheel and wooden handle. Wide conic hooper to grinding plates and adjusting screw.	purchase	overall height 1070mm	hopper diameter 305mm	wheel diameter 555mm		consider disposal association unknown	MH	
OAKRM : 1978.107	rotary screen	Patent adjustable rotary screen with hopper and handle.		overall length 1240mm	overall width 790mm	approx height 1450mm		consider disposal association unknown	PH Barn right 13.2.2014	
OAKRM : 1979.14	scythe	scythe complete with handle and stay		overall length&width&height 1535x775x280mm	bladlength 680mm	blade length 680mm		consider disposal non Rutland. Duplicate item	PH, store 27.11.2017	
OAKRM : 1979.29	engine	'Hired Man' petrol engine. Colour; red, black; static motor; petrol fuelled, 4 stroke, water cooled with 2 flywheels and large pulleywheel; 4 wheeled trolley mounting		overall length 1100mm	overall width 648mm	overall height 815mm	Kettering Northamptonshire England	consider disposal No Rutland association. Kettering. Useful for display to interpret the Mill. Suggestion to keep for display/ interpretation purposes but to de-accession out of the permanent collections	MH 15.11.2006	






36






Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1981.11	milk churn	A 1930s milk churn from John O'Gaunt Dairy, Burrough on the Hill. Tinned steel with fitted lid and handles	gift	overall diameter 290mm	overall height 490mm	lid diameter 198mm	John o'Gaunt Dairy Burrough on the Hill Leicestershire	consider disposal provenance Leicestershire	PH, dairy 4.7.2016	
OAKRM : 1981.27	slicer, meat slicer, The Wonder	hand operated slicer (disc) + reciprocating table; pronged holder	gift	overall height&width&length 460mm,540mm, 610mm			Great Easton Leicestershire	consider disposal no Rutland association	PH, store 29.11.2017	
OAKRM : 1982.42.1	milk measure	A 1 quart milk measure from Clayhouse Farm, Wymeswold, Loughborough	gift	at base diameter 98mm	overall height 245mm	overall capacity 1qt	Loughborough Leicestershire England	consider disposal Leicestershire association	PH, dairy 11.6.2010	
OAKRM : 1982.60	honey extractor	A hand cranked centrifugal honey extractor 'Little Wonder'.	gift	overall height 655mm	overall diameter 255mm	base height 30mm		consider disposal Non Rutland, lid missing	PH, Store 23.5.2014	
OAKRM : 1982.134	rake	A wide wooden bonny rake with bifurcated handle and straight wooden teeth	gift	overall length 1780mm	overall width 1700mm		unknown	consider disposal association and donor unknown. not best of condition	PH, Barn right 9.6.2010	

37






Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1982.248	last, bench last	A common type of bench last with 3 feet set at 90deg	gift	overall length 180mm	overall width 190mm	overall height 170mm		consider disposal association unknown and foot broken	MH, kitchen 17.11.2006	
OAKRM : 1982.438	part for reaper	A track board for reaper binder.	gift	overall length 1470mm	overall width 1470mm		unknown	consider disposal only part of object, donor and association unknown	PH, Barn left 9.6.2010	
OAKRM : 1982.483	churn	Butter churn	gift	overall height 470mm	overall width 345mm	overall diameter 430mm		consider disposal association unknown and duplicate item	MHS, F, 18, B, 6 30.9.2008	
OAKRM : 1982.497	curtain pole	curtain pole. Association unknown	gift	pole length 2810mm	pole diameter 50mm	ring diameter 110mm		consider disposal association unknown. poor condition	PH 14.11.2017	
OAKRM : 1982.566	lamp	A common style hurricane lamp with shallow circular reservoir base	gift	overall length 510mm	overall diameter 144mm	height 510mm	unknown	consider disposal association unknown	PH, dairy 11.6.2010	







38

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1982.576	harrow	Three red harrows. Association unknown	gift	overall width 950mm	overall length 1500mm	overall height 1500mm	unknown	consider disposal association and donor unknown. duplicate item	PH 11.6.2010	
OAKRM : 1982.577	harrow	Set of three red wood and metal horse harrows.	gift	overall width 750mm	overall length 1280mm			consider disposal donor and association unknown. Condition broken	PH, store 21.7.2016	
OAKRM : 1982.580	rack	A three shelf rack on castors	gift	overall height 960mm	overall width 460mm	overall length 1120mm		consider disposal unknown association	PH, store 27.11.2017	
OAKRM : 1982.581	manger		gift	overall height 1060mm	overall length 1200mm	overall width 590mm		consider disposal association unknown, leg broken	OEP 5.12.2016	
OAKRM : 1982.582	chair, invalid chair		gift	overall folded height 640mm	overall open height 880mm	overall width 525mm		consider disposal association unknown, poor condition	OEP 5.12.2016	
OAKRM : 1982.595	trunk, cabin trunk		gift	overall height 480mm	overall width 570mm	overall length 760mm		consider disposal association unknown	OEP 5.12.2016	






Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1982.602	jack	A black cart jack. Association unknown	gift	stand length 285mm	stand width 370mm	stand height 930mm	unknown	consider disposal association unknown	PH, Barn left 9.6.2010	
OAKRM : 1982.620	cratch	Wooden pig scratch	gift	overall height 430mm	overall width 680mm	overall length 1810mm	unknown	consider disposal association unknown & duplicate item	PH, Barn left	
OAKRM : 1982.623	scales	Barn scales with weighing flats set about 800 mm above floor level and a folding down frame on one of them for supporting the goods. Manufactured by T and H Whitefield, Birmingham.	gift	overall height 1330mm	overall width 560mm	overall length 1040mm	unknown	consider disposal association and donor unknown	PH, Barn left 9.6.2010	
OAKRM : 1982.647	stool	A dairy milking stool with three legs. Association unknown	gift	overall width 220mm	overall length 295mm	overall height 270mm	unknown	consider disposal check association. currently unknown. very useful for display however	PH, dairy 11.6.2010	
OAKRM : 1982.650	manger	A white enamel wall mounted cast iron manger and white enamelled water trough	gift	overall length 1830mm	overall width 470mm	overall height 480mm	unknown	consider disposal association unknown - DISPLAY. Suggest to de-accession out of permanent collections but to keep for display purposes only	PH	




40

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1982.654	pump, drainage pump	two stroke engine	gift	overall height 900mm	overall width 550mm	overall length 840mm		consider disposal association unknown	RCM, poultry, store	
OAKRM : 1982.667	chaff cutter	A chaff cutter	gift					consider disposal association unknown. duplicates in collection	PH, store 30.8.2016	
4 OAKRM : 1982.670	wheelbarrow	A blue wheelbarrow	gift	overall length 1560mm	overall width 580mm	overall height 640mm	unknown	consider disposal association and donor unknown. Wheel missing, poor condition	PH, Barn left 13.11.2017	
OAKRM : 1982.720	spoon	Spoon manufactured by J G Graves	gift	overall length 208mm			unknown	consider disposal unknown association / set display use only	MH, kitchen 21.11.2006	
OAKRM : 1982.728	knife, table knife	Common type of 19th Century table knife	gift	overall length 169mm				consider disposal association unknown. for display/set dressing only	MH, kitchen	
OAKRM : 1982.743	scales	Apothecarys balance and 16 assorted weights in a steel tin	gift	beam length 108mm	beam height 58mm	beam width 11	unknown	consider disposal unknown association	MH, B, CASE 5 10.10.2016	





Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1982.886	bottle	Blue glass Poison bottle	gift	overall height 108mm			unknown	consider disposal unknown association	MH, B, CASE 5 10.10.2016	
OAKRM : 1982.909	butter worker	A butter worker	gift	overall length 634mm	overall diameter 145mm	height 634mm	unknown	consider disposal useful for handling. association unknown	PH, dairy 11.6.2010	
OAKRM : 1982.912	pastry roller	A pastry roller	gift	overall length 412mm				consider disposal association unknown. use for display/set dressing only	MH, kitchen 21.11.2006	
OAKRM : 1982.918	basket, wicker basket	oval basket with flared sides and loop handle at each end	gift	overall height 252mm	overall width 460mm	overall length 572mm		consider disposal association unknown / set display only	MH, kitchen 17.11.2006	
OAKRM : 1982.934	cutter	The Bentall CDC Chaff Cutter. Association unknown	gift	overall width 900mm	overall length 1850mm	overall height 1240mm		consider disposal association unknown. handle missing	PH 3.11.2017	
OAKRM : 1985.53.1	bottle	Three common milk bottles in 2 pint size	gift				unknown	consider disposal association unknown. useful for display and handling	PH, dairy 4.7.2016	





42

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1986.19	vice	Late 19th century bench vice. used by donor's maternal grandfather, Miles Schofield Gartside, who was a machine joiner in the textile industry in Oldham, Lancs. Ob 1916 aet 65	gift	overall length 1320mm	at base/feet width 800mm	overall height 1220mm	Oldham Lancashire England	consider disposal no Rutland Association	PH	
OAKRM : 1987.23	cheese dish	unglazed Wedgwood Stilton cheese dish with cover	gift				Leicester Leicestershire England	consider disposal no Rutland association	MH, B, CASE 8 10.10.2016	
OAKRM : 1987.32.38	drain rod	spring drain rod made of spirally wound wire, in two long sections, one short section, and helically wound terminal; brass joints	purchase				Mill Street Oakham Rutland England	consider disposal limited display	PH, inside workshop	
OAKRM : 1987.32.47	stove, coke stove	cylindrical iron barrel standing on 3 splayed legs, tall carrying handle; two sub-circular and one rectangular hole in side of barrel; loose but not removable bottom grid to carry fire	purchase	barrel height 455mm	overall height 1060mm	barrel diameter 287mm	Mill Street Oakham Rutland England	consider disposal Not in display condition, does not fit in with any current or planned display	PH, Store 10.8.2017	
OAKRM : 1987.32.124	window cleaners bracket	Large wooden cantilever bracket for window cleaner to stand on when cleaning outside of high level windows (said to have been made for Burley on the Hill)	purchase	overall length 1580mm	overall width 275mm		Mill Street Oakham Rutland England	consider disposal unsuitable for display purposes. rotting condition	PH (in mobile workshop)	







Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1987.32.125	window cleaners bracket	small wooden cantilever bracket for window cleaner to stand on when cleaning outside of high level windows (said to have been made for Burley on the Hill)	purchase	overall length 1370mm	overall width 320mm		Mill Street Oakham Rutland England	consider disposal unsuitable for display purposes	PH (in mobile workshop)	
OAKRM : 1987.32.134.1	chain	short length of small link chain with hook at one end and swivel and small hook at the other	purchase				Mill Street Oakham Rutland England	consider disposal duplicate item	MHS, F, 21, A, 3, B3 31.7.2008	
OAKRM : 1987.32.134.2	chain	short length of large link chain with hook at one end	purchase				Mill Street Oakham Rutland England	consider disposal duplicate item	MHS, F, 21, A, 3, B3 31.7.2008	
OAKRM : 1989.32	inhaler	Dr. Nelson's inhaler with a spouted lid	gift	height	width	length	Evington Leicestershire England	consider disposal no Rutland association	MH, B, CASE 5 10.10.2016	
OAKRM : 1990.4.1	honey extractor	tangential three-frame honey extractor	gift					consider disposal poor condition, duplicate item	PH, store 21.7.2016	






44

Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1990.40	knitting machine	A Sun Circular Ribber, hosiery knitting machine complete with sundry parts and instruction manual. This particular model was probably used by a blind person, suggested by braille numbers on the piece to the side. Made by Harrison Patent Knitting Machine Co Ltd, Manchester.	gift	overall length 420mm	overall width 500mm	overall height 660mm	Easton on the Hill Lincolnshire England	consider disposal association seems to be Easton on the Hill. Used for display however	MH, Kitchen 17.11.2006	
OAKRM : 1991.1	inhaler	A glazed white earthenware inhaler with spout, black transfer printed instructions, traces of medicaments inside. "Improved earthenware inhaler manufactured by S. Maw, Son & Sons Limited Aldersgate Street, London, England"	gift				Nottingham	consider disposal no Rutland association	MH, B, CASE 5 10.10.2016	
OAKRM : 1991.45.1	milk cooler	A in-churn milk cooler complete with a stand to house the cooler when not in use. Used at Stokes Farm, Long Clawson, Leicestershire	gift	width	length	height	Stokes Farm Long Clawson Leicestershire	consider disposal no Rutland association. Melton Mowbray, Leicestershire	PH, dairy 11.6.2010	
OAKRM : 1992.13.5	potato digger	Blackstones No 1 potato digger with one spinner (fitted to take a second spinner, but not present); donor, aged 86 (1992), farmed small holding of 40 acres at Owston since c1945, formerly at Home Farm, Little Dalby	gift	overall length 3110mm aprox	overall width 1020mm aprox	overall height 1030mm	Dean Bank	consider disposal no Rutland association	courtyard	








Record number	Object name	Brief Description	How acquired	Measurement 1	Measurement 2	Measurement 3	Association	Consider Disposal	Object location current	Image
OAKRM : 1993.37.2	sack holder	An iron tripod stand with wide tapered galvanised funnel fitted with four sack hooks, for use when filling potato sacks in the field	gift	overall height 965mm	overall length 430mm	overall depth 700mm approx	Deeping St James Lincolnshire England	consider disposal Lincolnshire provenance - check	PH, Barn right 9.6.2010	
OAKRM : 1994.57	sheep shearer	A hand operated free standing sheep shearing machine with large fly wheel and cutter head on flexible drive; owned and used by donor and his father, last used in 1954	gift	overall height 1405mm	overall length 1290mm	overall depth 550mm	Sconsborough Farm Knessington Leicestershire	consider disposal Leicestershire provenance - check	PH Barn left	
OAKRM : 1999.49.1	churn	A 12 gallon milk churn from Houghton on the Hill, Leicestershire	gift	height	width	length	Houghton - on - the Hill Leicestershire England	consider disposal Leicestershire provenance - however, just over the border	PH, dairy 11.6.2010	
OAKRM : 1999.49.2	churn	A 17 gallon milk churn from Houghton on the Hill.	gift	width	length	height	Houghton - on - the - Hill Leicestershire England	consider disposal Leicestershire provenance - however, just over the border	PH, dairy 11.6.2010	








46

Inventory No	Location	Location date	Description	Theme	Disposa	Reason	Photo number	Review date	Reviewed by	
INV.054	PH	09.04.2008	Flat Bed Printing press	Working Life	Dispose	never accessioned. No Rutland association	ima02212		LC	
INV.056	PH	15.11.2006	Teachers Desk	School	Keep	Display	ima02251	12.09.16	ES	
INV.3000	PH		large shop paint grinder/mill	Working Life	Dispose	Association unknown	ima02369	14.11.2017	LC	
INV.1864 47	PH & Wall	11.06.2010	Hay Rake	Working Life	Dispose	duplicate item and unknown association	ima02370		LC	
INV.1855	PH & Barn right	09.06.2010	Root slicer	Working Life	Dispose	unknown association	ima02368		LC	
INV.1851	PH & Barn left	09.06.2010	Pig feeder	Working Life	Dispose	unknown association			LC	

Inventory No	Location	Location date	Description	Theme	Disposal	Reason	Photo number	Review date	Reviewed by	
INV.1849	PH & Barn left	09.06.2010	Wagon Wheels (orange) x2, probably rear. Plus other constituent parts of waggon.	Working Life	Dispose	unknown association			LC	
INV.1842	PH & Barn left	09.06.2010	Sack Barrow. William R Dell and Son. (Black)	Working Life	Dispose	unknown association		21/09/2016	ES	
INV.1846	PH & Barn left	09.06.2010	force feeder. T. Tamlin - Twickenham	Working Life	Dispose	unknown association		21/09/2016	ES	
INV.1872	PH & Dairy	11.06.2010	Marble table top	Working Life	Keep	Display	ima02398			
INV.709	PH	15.11.2017	Wood turning lathe	Working Life	Dispose	unknown association	ima02397	15.11.2017	LC	

4

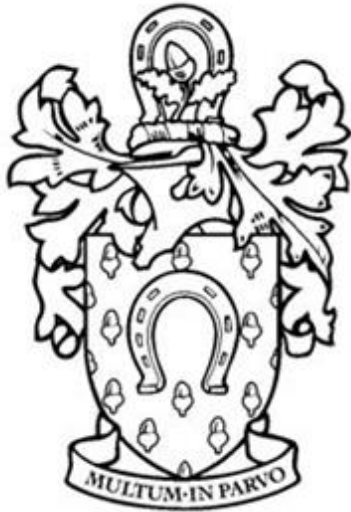
Inventory No	Location	Location date	Description	Theme	Disposal	Reason	Photo number	Review date	Reviewed by	
?	PH	15.11.2017	Folding machine	Working Life	Dispose	unknown association	ima00797	15.11.2017	LC	
?	MH, kitchen	15.11.2017	Singer sewing machine	Home & Family life	Dispose	unknown association	ima02373	15.11.2017	LC	
INV.710	MH	15.11.2006	Bandsaw	Working Life	Dispose	Association unknown	ima02367	15.11.2017	LC	
49 ?	PH, store	27.11.2017	2 x concrete pillars	?	Dispose	part of year 2000 village display?? Broken - not part of collection	ima02422	27.11.2017	LC	
?	PH, store	27.11.2017	wooden sign - Ellingworth	Working Life	Dispose	very poor condition	ima02428	27.11.2017	LC	
?	PH, store	27.11.2017	blue WC cistern	?	Dispose	unknown association, poor condition	ima02429	27.11.2017	LC	
?	PH, store	27.11.2017	WC cistern and piping	?	Dispose	unknown association, poor condition	ima02430	27.11.2017	LC	

Inventory No	Location	Location date	Description	Theme	Disposal	Reason	Photo number	Review date	Reviewed by	
?	PH, store	27.11.2017	white victorian radiator	?	Dispose	Association unknown	ima02432	27.11.2017	LC	
?	PH, store	27.11.2017	Large metal tray with floral decoration	?	Dispose	Association unknown	ima02434	27.11.2017	LC	
?	OEP	28.11.2017	Drop leaf table (2 leaf) with one draw and one fake draw. On 4 caster wheels	?	Dispose	Association unknown	ima02442	27.11.2017	LC	
?	OEP	28.11.2017	Large shop counter	Working Life	Dispose	Association unknown	ima02443	27.11.2017	LC	
?	50 OEP	28.11.2017	Large display shelf unit	Working Life	Dispose	Association unknown	ima02444	27.11.2017	LC	
?	OEP	28.11.2017	Machine guard	Working Life	Dispose	Association unknown	ima02445	27.11.2017	LC	
?	OEP	28.11.2017	5 x narrow long benches from Oakham Castle (made by Oakham School?) 1940?	Working Life	Dispose	poor condition, no longer required at Oakham Castle	ima02447	28.11.2017	LC	

Inventory No	Location	Location date	Description	Theme	Disposal	Reason	Photo number	Review date	Reviewed by
?	OEP	28.11.2017	mangle Patent. Green and Red.	Home & Family life	Dispose	incomplete, duplicate item	ima02451	28.11.2017	LC



This page is intentionally left blank



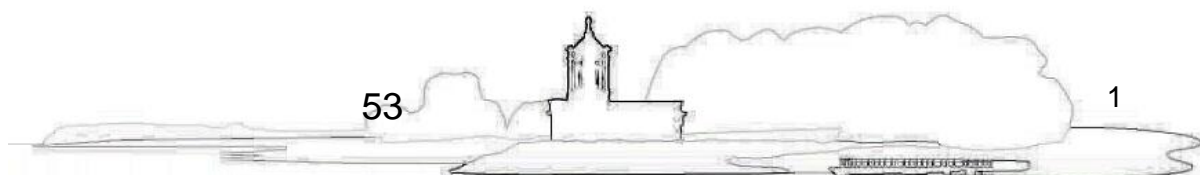
Rutland County Council

Collections Development Policy Rutland County Museum



Version & Policy Number	Version 1.1
Guardian	Robert Clayton Head of Culture & Registration 01572 758435
Date Produced	January 2018
Next Review Date	January 2021

Approved by Cabinet	--/--/----
---------------------	------------



Name of museum: *Rutland County Museum*

Name of governing body: *Rutland County Council District Council*

Date on which this policy was approved by governing body:

Policy review procedure: The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: *January 2021*

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Contents

1	Relationship to other relevant policies/plans of the organisation:	3
2	History of the collections	3
3	An overview of current collections	4
4	Themes and priorities for future collecting	5
5	Themes and priorities for rationalisation and disposal	6
6	Legal and ethical framework for acquisition and disposal of items	7
7	Collecting policies of other museums	7
8	Archival holdings	8
9	Acquisition	8
10	Human remains	9
11	Biological and geological material	9
12	Archaeological material	9
13	Exceptions	9
14	Spoliation	10
15	The Repatriation and Restitution of objects and human remains	10
16	Disposal procedures	10

1 Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

Rutland County Museum (RCM) exists to improve access to the heritage of Rutland, and generate interest and knowledge of the area.

We promote exploration of the history of Rutland through our collections, sites, and expert staff for inspiration, learning and enjoyment. We collect, safeguard and make accessible artefacts, records and specimens and hold these items in trust for future generations.

- 1.2. Rutland County Council, as the governing body of the Museum, will ensure that both acquisition and disposal are carried out openly and with transparency, and in consultation with the Friends of Rutland County Museum and Oakham Castle, who are the principal funders of all collections acquisitions.**
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body 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 museum's collection.**
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.5. The museum 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.**
- 1.6. The museum 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.**
- 1.7. The museum will not undertake disposal of items motivated principally by financial reasons. Disposals will not be undertaken without taking into account the wider implications.**

2 History of the collections

- 2.1** The original collections were those transferred to the museum when it was set up by the former Rutland County Council in 1967, namely the mainly rural life collection of Mr E G Bolton from Casterton Secondary Modern School and the mainly archaeological collection from Oakham School (on long term loan).
- 2.2** Since the museum opened in 1969, the collections have continued to grow along similar lines, including during the period 1974-1997 when it was part of Leicestershire County

Council (LCC). Successive acquisitions policies of that service continued to reflect the importance of the Rutland emphasis of the collections and their concentration on the humanities.

- 2.3 Rutland County Museum was one of several museums operated by Leicestershire with social history collections, but was the only one which concentrated on agricultural history. Material representing the natural sciences, and the fine and decorative arts was not collected as part of the RCM collections since these disciplines were covered by specialist curatorial sections of LCC. Some archaeological material was also acquired by the appropriate Leicestershire collection. As this relationship with Leicestershire is no longer in place, it is appropriate that the restrictions on collections that operated under the arrangement be removed.

3 An overview of current collections

- 3.1 The permanent collections of RCM consist in the main of items of many kinds relating to the archaeology and history of Rutland and its surrounding area, supported by an archive of associated information and reference material. There is a minimal amount of material related to other disciplines or fields of interest.
- 3.2 The principal collecting area of RCM is defined as the historic county of Rutland together with a small number of contiguous parishes such as Knossington and Cold Overton which habitually view Oakham as their natural, if not administrative, centre.
- 3.3 In geographical terms, the majority of the collections are of *local* origin, i.e. with provenances in Rutland or its immediate area; some material, particularly where it has been acquired to fill gaps in the social history collections, is either of *regional* origin or effectively *unprovenanced* where it is of a general nature. The quantity of material with a wider *British* or *foreign* origin is minimal.
- 3.4 In the case of the Oakham School collection, there is also a small amount of archaeological material either of wider *British* origin or, in a very few instances, of *foreign* provenance, but nothing has been added to these aspects of the collection since it was passed to RCM as a long term loan.
- 3.5 Although RCM holds collections of photographs, printed ephemera, and simple social history archive material, other archives are for the most part deposited at the Record Office for Leicestershire, Leicester and Rutland to ensure the provision of archive care to the appropriate standards.
- 3.6 In order to maintain museum services and curatorial advice to Rutland in discipline areas which cannot be provided directly via RCM through limitations of staff expertise or practical resources, principally the natural sciences, archaeology and archives, fixed term Joint Agreements have been entered into with LCC, following local government reorganisation.
- 3.7 Most of the items in the collections have been given to the museum, some have been purchased, and a small amount of material is held on loan.

4 Themes and priorities for future collecting

4.1 *The Council recognises that:*

- The acquisition of collections is fundamental to the purposes of the museum, and brings a continuing obligation to provide proper permanent care;
- The acquisition of collections is accompanied by a responsibility to document, preserve, research, interpret and make accessible these collections and associated information;
- The care of the collections requires the allocation of funds and resources at a level sufficient to ensure that proper standards can be achieved and maintained.

4.2 The museum will not collect material evidence indiscriminately, nor will it acquire items that it cannot reasonably accommodate, preserve and maintain in appropriate environments.

4.3 Wherever possible, ownership of copyright, publication and reproduction rights will be acquired at the same time as the items to which they relate.

4.4 The museum may acquire items for the collections as a result of:

- Acceptance of an offer of gift or of a bequest;
- Purchase at auction or from reputable dealers, organisations or individuals;
- Collection by way of fieldwork or similar activities;
- Transfer from other institutions.

4.5 The museum may acquire items for the collections if they meet one or more of the following condition:

- Their acquisition helps to fulfil the purpose of the collections as defined in paragraph 1.1 above;
- Their acquisition prevents important material evidence from being lost or destroyed and preserves it for the benefit of future generations;
- Their acquisition assists in providing a context within which the culture, history and environment of Rutland can be better studied, understood or appreciated, or enables the museum to respond to appropriate user interest and demand in these areas.

4.6 The museum will not acquire any items for the collections where:

- Their acquisition would result in unnecessary duplication of items already in the collections;

- Their acquisition would conflict with the interests of or an agreement with a neighbouring Accredited Museum or other organisation of similar status to the detriment of that institution;
- Their acquisition would unavoidably jeopardise the existing collections, museum users or museum personnel in any way or their condition is such that this outweighs their relevance, importance or long-term value;
- They are offered on the basis of attached conditions which are not acceptable to the museum.

4.7 Themes/priorities for future collecting

- Items of regional, national or international importance, which relate to the history of Rutland and its inhabitants
- Costume and textile related to Rutland
- Artwork from significant artists or showing local scenes of high quality and historical interest
- Archaeological finds and related archives for past and future sites within the County
- Crime & Punishment themes relating to Rutland but particularly Oakham Castle
- Items relating to war/conflict for Rutland individuals both on the home front and in action. These to include but not exclusive to WW1 and WW2
- Items relating to RAF, Army and Missile bases of Cottesmore, North Luffenham
- Sport and pastimes including foxhunting, riding, art and craft etc.
- General social history objects that help to tell the story of Rutland life and add to the interpretation of displays and exhibitions.

Handling objects (for handling collection only) may be acquired for use by school groups, external groups as part of loans boxes and at special events. These objects will not be accessioned into the permanent collections. They will be added to a separate handling collection list.

For how the collections link in with the exhibitions and displays please refer to the Museums current Interpretation Plan.

5 Themes and priorities for rationalisation and disposal

5.1 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 review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 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.

5.3 Rationalisation and disposal will only take place after a collection review for each part of the collection in question has been undertaken.

Priorities for rationalisation will be for:

- long term loans and loans for renewal
- objects where provenance is unknown or do not fit within the collecting policy
- items in very poor condition where display is not appropriate and conservation costs are deemed out of proportion to the significance of the object.
- Items of archaeological nature that are not considered to be part of a considered archive which means that they are of little or no use for display and research.

5.4 Priority collections considered for rationalisation are

- Archaeological collections where previous archaeological surveys have not been part of a considered archive. These consist of large amounts of objects with no research or display use. Items include pottery, flint and iron slag for example. Rationalisation of this collection will allow us to continue to take in surveys from around Rutland rather than stopping this service due to lack of space available within the store.
- Rural life collection. Due to the nature of the collecting in the early years of the museum the collection consists of large numbers of duplicate items. Many of these items are in poor condition and others have no Rutland association or an unknown association. Rationalisation will allow us to make space available for the adequate storage of the remainder of the collection and allow us to identify objects which would be more useful to the museum as handling collections for schools and workshops etc.

5.5 Collections considered for alternative display or rationalisation:

Large farm & agricultural equipment. The Museum currently houses many large and bulky examples of farm equipment which are difficult to display and interpret effectively within the museum. Although these items do represent a significant element of the history of the County, the Museum believes they could be better presented as a separate collection at a different site, where their use could be more effectively presented. To this end, it is proposed that work is undertaken to find a new, more appropriate setting for them potentially in partnership with other organisations in the County, as a loan collection. As part of the work, the collection will be extensively reviewed, and it is possible that without an alternative location, a number of items may be identified for rationalisation.

6 Legal and ethical framework for acquisition and disposal of items

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

7 Collecting policies of other museums

7.1 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.

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

- Melton Carnegie Museum to the north
- Harborough Museum to the south-west
- Discover Stamford (located within Stamford Library) to the east
- Kettering Museum to the south
- City of Leicester Museums, whose collections also include some Rutland material,
- Rocks by Rail (formerly Rutland Railway Museum)

8 Archival holdings

- 8.1 As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).
- 8.2 The museum will take into account the collecting policies of the following non-museum organisations regarding the collecting of Archival information.
- Rutland Library Service – Local Studies Collection
 - The Record Office of Leicestershire, Leicester and Rutland
 - MACE (Media Archive for Central England)
 - East Midlands Oral History Archive

9 Acquisition

9.1 The policy for agreeing acquisitions is:

- 9.1.1 The Collections Manager as responsible officer is authorised to decide whether or not an item qualifies for acquisition, where necessary taking the appropriate advice, provided that where a potential acquisition may involve the commitment of significant funds or resources in order to ensure that it can be properly cared for, or for its purchase, the acquisition will be referred to the Cabinet of the Council for authorisation.
- 9.1.2 In the case of items purchased, funding to support the purchase, including promises of grant aid where relevant, must be in place and approved before the purchase is committed and completed.
- 9.1.3 Acquisition as here referred to excludes the loan or temporary deposit of an item with the museum for whatever purpose.

- 9.2 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).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 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.

10 Human remains

- 10.1 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.

11 Biological and geological material

- 11.1 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.

12 Archaeological material

- 12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 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).

13 Exceptions

- 13.1 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.

14 Spoliation

- 14.1 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.

15 The Repatriation and Restitution of objects and human remains

- 15.1 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 procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 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’.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 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.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 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.
- 16.5 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.

- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections 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.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. 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.
- 16.8 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).
- 16.9 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.
- 16.10 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. 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 the Arts Council England.
- 16.11 The proceeds of a sale will be deposited with the Friends of Rutland County Museum and Oakham Castle so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. The Charitable Objectives of the Friends means that their funds can only be used for the long-term sustainability, use and development of the collection.

Disposal by exchange

- 16.12 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.

- 16.13 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.
- 16.14 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.
- 16.15 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).
- 16.16 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.

Disposal by destruction

- 16.17 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.18 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.
- 16.19 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.
- 16.20 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.
- 16.21 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

A large print version of this document is available on request



Rutland
County Council

Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

01572 722 577
enquiries@rutland.gov.uk
www.rutland.gov.uk

This page is intentionally left blank