

RUSSELL COTES ART GALLERY AND MUSEUM MANAGEMENT COMMITTEE



Report subject	Disposals Report
Meeting date	20 January 2025
Status	Public Report
Executive summary	To approve the disposal of items in the Collection which do not meet the Museum's Core Offer in accordance with the Museums Association Code of Ethics.
Recommendations	<p>It is RECOMMENDED that:</p> <p>The Management Committee approves the disposals as outlined in the Disposals Report</p>
Reason for recommendations	The recommendations are in line with the Museum's agreed policies and procedures, including its Collections Development Policy, which outlines the areas of the collection for development and those areas which do not meet the Core Offer and are therefore subject to disposal in order to achieve a more usable and well managed collection. The process and procedures used conform to the Museums Association Code of Ethics
Portfolio Holder(s):	Councillor Andy Martin, Portfolio Holder for Communications, Customers and Culture
Corporate Director	Glynn Barton, Chief Operations Officer
Report Authors	Duncan Walker, Curator Sarah Newman, Museum Manager
Wards	Not applicable
Classification	For Decision

Background

1. The Management Committee is required to note the acquisitions and loans made by the museum and to formally approve disposals from the Collection in line with the Collections Development Policy and subject to the Museums Association Code of Ethics.

Acquisitions and Loans

2. No acquisitions and loans are listed for this meeting but an update will be given at the next formal meeting of the Management Committee in June 2025.

Disposals

3. The following items are listed in the Appendices for disposal
 - a. Two items of taxidermy are currently on long-term loan to Hampshire Cultural Trust and do not meet the Core Offer
 - b. Two collections of insects are pest damaged and pose a risk to the Collection
 - c. A collection of reference books (secondary works) formerly in the Shelley Rooms Museum which do meet the Core Offer and take up a lot of space.
4. The items are listed in Appendix 1 and further details are given in Appendix 2.

Options Appraisal

5. Each action is decided on a case-by-case basis in line with the Collections Development Policy as outlined in the report and appendices.

Summary of financial implications

6. There are minimal financial costs from most acquisitions and any financial implication (storage, conservation cost) is taken into consideration when deciding on the acquisition of material.
7. The costs of loans are borne by the borrowers and it is anticipated that the institutions which acquire disposed objects will cover costs of removal and transport.
8. Any income generated by the sale of items from the Collection is held in a restricted fund and used solely for the purposes of acquiring items for the Collection (according to the Collections Development Policy) or conserving objects already in the Collection in compliance with the Museums Association Code of Ethics and item 16.11 of the Collections Development Policy.

Summary of legal implications

9. All activities are carried out in line with the Museums Association Code of Ethics and the Museum's Collection Development Policy.

Summary of human resources implications

10. n/a

Summary of sustainability impact

11. n/a

Summary of public health implications

12. n/a

Summary of equality implications

13. n/a

Summary of risk assessment

14. n/a

Background papers

Russell-Cotes Art Gallery and Museum Collections Development Policy.
See <https://russellcotes.com/wp-content/uploads/2021/11/5-Collections-Development-Policy.pdf>

Appendices

Appendix 1 – Disposals Report

Appendix 2 – Individual Disposals Report for taxidermy on long-term loan to Hampshire Cultural Trust, insect collections and Shelley Museum Book Collection