HERITAGE, BUILDING & CREEK COMMITTEE REPORT – FIONA PALMER

November 2026

Faversham Charters and Magna Carta

-The online shop has now reopened, with the Royal Mail plugin paid for the next 2 years at a cost of £159.36. This worked out cheaper than paying for an annual license at £100.80. A saving of £42.24 over 2 years.

-The items approved to be reduced in price have been reduced on the website, however this will not come into effect in the VIC until 1st Jan, which is the start of Quarter 4, as this makes it easier to calculate how much they have to pay us.

-One of my volunteers is interested in pursuing a career in conservation and she has offered to work on an application to help us gain museum accreditation. She would complete the bulk of the work, although it will require some of my time to find paperwork for her. Would you be happy for her to work on this? Please see her proposal in Appendix 1

-Visitor numbers for this year to date are as follows:

	Adults	Children		Volunteer Hours		Wheels of Time Participants
January	169	5		159		0
February	231	15		150		0
March	215	2		168		0
April	465	41		174		3
May	340	13		168		7
June	395	10		165		2
July	412	24		171		16
August	449	55		198		24
September	390	15		162		12
October	343	33		174		10
November	127	20		81		6
December	0	0		0		0
TOTAL Exhibition Visitors	**3536**	**233**		**1770**		**80**
Combined	**3769**					

-Visitor numbers for all years are as follows:

	Exhibition Only	Combined TOTAL
2022	3232	3232
2023	4230	4230
2024	4583	5013
2025	4442	4668
2026	3769	4067
OVERALL TOTAL	**20256**	**21210**

-Ongoing work is to recruit and support the volunteers, prepare their rota, monitor the humidity in the exhibition room, collate visitor numbers, monitor merchandise stock sold in the Visitor Information Centre,

work with school groups, and to create social media/ blog posts. I have not had much time to spend on this recently, so social media/ blog posts have dropped off.

-Updates are on this website: https://favershamcharters.org/

Appendix 1

Proposal for Museum Accreditation for the Faversham Charters & Magna Carta Exhibition

1. Executive Summary

The Faversham Charters & Magna Carta Exhibition seeks to secure Museum Accreditation from Arts Council England. Accreditation will formalise the exhibition's standards of governance, collections care, access, and public engagement. It will also increase the exhibition's funding potential, strengthening its long-term sustainability and national profile.

This project plan outlines the activities, responsibilities, timelines, and resources required to achieve Accreditation within a 12 month period.

2. Purpose:

This paper aims to secure Councillor support for Faversham Charters & Magna Carta Exhibition to obtain Museum Accreditation. Accreditation is the UK's national quality standard for museums.

Why Accreditation Matters

- Protects the Charters & Magna Carta through nationally recognised standards of care, security, and documentation.
- Strengthens Faversham's heritage profile, increasing credibility with funders, partners, and researchers.
- Unlocks future funding opportunities, including grants that require Accreditation as a condition.
- Recognition for public access and engagement, ensuring the collection benefits the whole community.
- Demonstrates good governance and long-term stewardship by Faversham Town Council.

3. Project Objectives

- Achieve full compliance with the Museum Accreditation Standard.
- Strengthen governance, policies, and forward planning for the exhibition.
- Ensure the Charters, Magna Carta, and associated collections meet Spectrum documentation and collections care requirements.
- Demonstrate robust public access, engagement, and learning outcomes.
- Submit a complete, high quality Accreditation application within the next available window.

4. Scope

In Scope:

- Governance review and documentation
- Forward Plan (3–5 years)
- Collections Development Policy
- Emergency Plan (including salvage priorities for exhibition contents)
- Access Policy & Plan
- Documentation Plan (Spectrum Primary Procedures)
- Environmental monitoring, security, and conservation review
- Audience development and engagement evidence
- All of the above to be included in accreditation application preparation and submission

Not in Scope:

- Major capital works
- New acquisitions

5. Resources

Project Staffing:

The application project will be overseen by Fiona Palmer, Faversham Charters Officer. Louise Hayward, Faversham Charters Volunteer, has offered to write the application and associated documentation. Louise is a Trustee of the Institute for Conservation, and will work closely with Fiona to gather and create required documentation.

Budget Overview:

No additional budget costs are currently anticipated.

- There is no fee to apply to Arts Council England for accreditation.

- Conservation assessments: We aim to submit documents already held under our current service agreement, so do not anticipate any additional cost.
- Environmental monitoring equipment: We do not anticipate the need to buy additional equipment.
- Staff/consultant time for application process and policy development: Internal
- Training (documentation, emergency planning): Internal

6. Governance & Roles

Role	Responsibility	Name
Accreditation Lead	Overall project management, liaison with Arts Council England	
Governing Body	Approval of policies and Forward Plan	Faversham Town Council
Collections Lead / Archivist	Documentation, conservation, environmental monitoring	Kent Archives, Maidstone. Contact:
Engagement Lead	Access, interpretation, audience development	
Finance Officer	Financial planning and sustainability evidence	
External Conservators (as required)	Condition reporting and treatments	Kent Archives, Maidstone. Contact:

7. Key Deliverables

- Committee approval- project sign-off
- Approved Collections Development Policy
- Up to date Emergency Plan
- Access Policy & Plan
- Documentation Plan
- Up to date risk assessments and security protocols
- Environmental monitoring evidence
- Conservation reports
- Audience research and engagement evidence
- Completed accreditation application

8. Project Timeline (Summary)

- **Initiation:** Weeks 1–2
- **Gap Analysis:** Weeks 2–6
- **Policy Development:** Weeks 6–16
- **Collections Care & Documentation:** Weeks 8–12
- **Access & Engagement:** Weeks 12–16
- **Application Preparation:** Weeks 16–26
- **Assessment & Follow-Up:** Weeks 26- 52

9. Risks & Mitigations

The following are risks to the approval of our application for Museum Accreditation, along with mitigations to be taken:

Risk	Likelihood	Impact	Mitigation
Insufficient documentation	High	High	Early Spectrum audit and documentation plan
Environmental monitoring gaps	Low	Medium	Establish whether additional monitoring is required.
Policy approval delays	Medium	Medium	Pre-schedule governing body sign-off meetings
Additional conservation needs identified at late stage	Low	Low	Commission early condition assessments as part of regular review

Staff/volunteer capacity	High	Medium	Extend project timescale

10. Success Measures

- All required policies approved by Faversham Town Council
- Spectrum Primary Procedures in place
- Environmental and security standards evidenced
- Accreditation application submitted on time
- Positive feedback from Arts Council England assessors

11. Conclusion

This project plan provides a structured pathway to achieving Museum Accreditation for the Faversham Charters & Magna Carta Exhibition.
With clear governance, realistic timelines, and targeted improvements, the exhibition will be well positioned to meet national museum standards, enabling it to secure additional funding for long-term sustainability.