



# COLLECTION DEVELOPMENT POLICY

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# COLLECTIONS DEVELOPMENT POLICY

**Governing Body** - Heckington Windmill Trust registered Charity (1139207)  
Company (07210264)

**Date on which this policy was approved by governing body:**

**Policy review procedure:** The collections development policy will be reviewed at least once every five years.

**Date at which this policy is due for review:** *Aug 2023*

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

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## Introduction

This Collection Development Policy details how the collection meets the statement of purpose and key aims of the museum. It discusses whether there are any parts of the collection that are no longer relevant to the statement of purpose and defines a core collection. It references other material held that it is not appropriate to accession if this provides useful context about the museum's collection and its development; for example surrogates or a handling collection and it explains why it is not appropriate to accession this material.

## Heckington Windmill Trust

Initially called The Friends of Heckington Windmill (FOHW), Heckington Windmill Trust was established in 1981 with around 100 members including enthusiasts, local people and people with historic or family connections to the mill. The mill has been open to the public continuously since 1981, and was restored to working order in 1986. The FOHW changed their name in 2012 to the Heckington Windmill Trust (HWT), the membership considering the name more accurately reflected the organisation's responsibilities for the management and operation of the windmill, rather than as a secondary support organisation.

The FOHW developed in 1981 following a talk by Catherine Wilson, then museums Director for Lincolnshire County Council, on windmills of Lincolnshire. The members of Heckington Village Trust felt that having saved and restored the local railway station and Pearrooms, they wanted to provide public access to the windmill, with the long term goal of restoring it to working order.

## **1 Heckington Windmill Statement of Purpose**

*"We are a unique UK & international visitor attraction. We aim to educate, inform and entertain audiences about windmills and their role in sustainable food production, engineering, social history, agriculture and rural heritage".*

## **2 Collection Development Framework**

With the grant funded redevelopment of the windmill and site now complete, Heckington Windmill Trust is creating and implementing a Collection Development Framework (CDF) in order to establish structured policies for the development and care of the Trusts collection. The CDF will comprise: a Collection Development Policy (herein), a Documentation Policy, and a Conservation and Care Policy. These three key strategic policies (created in line with the Museum Accreditation Scheme Standards for Collections) will form the basis for which plans and operational procedures can be formed.

## **3 Purpose of Collection Development Policy**

This collections development policy will help guide Heckington Windmill Trust's collecting strategy by:

- Determining the history of collecting and collections.
- Outlining the Trusts current collection.
- Prioritising items for further collecting to fill gaps in the collection and avoid duplication of existing material.
- Understanding why the Trust collects.
- Recognising how the Trust will collect.
- Defining the commitment of the HWT to ensure and maintain the legal and ethical development of the collections.

- Details to safeguard the collection for future generations.
- Guidance for acquisition and disposal.
- Documenting procedures for disposal of items from the collections.

This policy is led by Heckington Windmill Trust's statement of purpose.

The ultimate purpose of the mill and its future development is to:

- Encourage more visitors to the mill and the region.
- Maximise the visitors' experience of the local community and the region.
- Inspire and encourage greater engagement, and participation in local history and culture.
- Encourage a sense of personal and community identity.
- Attract people to take part in recreational and cultural opportunities.
- Present our local cultural heritage in a meaningful way to engage and to enrich the lives of current and future generations.

#### **4 Agreed Practices**

The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

By definition, HWT 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.

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

HWT 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 Museum Accreditation Standards. 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.

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

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

- the disposal will significantly improve the long-term public benefit derived from the remaining collection.
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit).
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.
- extensive prior consultation with sector bodies has been undertaken and the item under consideration lies outside HWT's established core collection.

## **5 History of the Collections**

HWT's object and archival collection has formed over a number of years, 1981-current. The most significant amount of archival material has been donated by HWT Chairmen Charles Pinchbeck, who has been collecting materials over the last 25 years. Items have also been gifted by HWT volunteers, the local community and others have been purchased by the Trust.

## **Ownership**

- The Windmill Tower – Lincolnshire County Council (LCC) on 99-year lease to HWT.
- Internal fixed working machinery -LCC
- Historic buildings on site – HWT
- Objects - HWT (However, some are on loan from private collectors and Museums)
- Archival Material - HWT (However, some are on loan from private collectors)

## **6 An Overview of Current Collections**

Heckington Windmill Trust's collection is utilised on the mill site to support visitors' enjoyment and learning. Redevelopment of the buildings on site was completed in 2017 as part of a Heritage Lottery Funded Regeneration Project. Exhibition spaces have been developed which engage both the local and wider community, and schools, providing people with a fuller understanding of the milling process and its role in: social history, science and industry, sustainable food production, and agricultural heritage. The Trust uses its collection to raise awareness of both the National and International significance of this windmill, the only surviving 8-sailed windmill in Western Europe.

Currently, both archival and digital material, and objects within the collection, are in the process of being accessioned and catalogued. This is being undertaken in accordance with the Trust's Documentation Policy. The size of the collection is yet to be ascertained. It is believed to be approximately 2000 items, covering a period from 1830 to current day; the most significant items being the windmill itself, industrial and rural objects associated with the mill, photographs and family history items.

## **7 Themes and Priorities for Future Collecting**

Heckington Windmill Trust will collect archival material and objects, albeit within the current restraints of available appropriate storage, staffing and care arrangements, that champion and enhance the existing collection in line with our mission statement. The Trust will engage directly with local organisations to aid research and collect, actively seek information from the local and wider community in the form of oral

history, archival and object based items in line with the Trusts pre-determined Collection Development Policy, herein.

In both maintaining the present collection and developing it further the Trust will provide a strong learning platform for current and future generations to explore, understand and enjoy; a valuable cultural experience through visual interpretation and interaction. It is the Trust’s intention to make the collection available online in order to support learning and research. Ultimately, it is the Trust’s aim to use the collection to inspire and enrich peoples’ lives and create a sense of community.

The table below describes the priorities for collecting in relation to the Statement of Purpose (page 3) and the Forward Plan.

<b>Key Acquisitions and Dates</b>	
Windmill	
Ruston Engine	
SPAB Certificate	
Ron Pocklington Collection	
Mary Pocklington Collection	

All items acquisitioned will firstly be approved for entry into the collection by the Collections Manager with authority from the governing board.

<b>Non Accessioned Items</b>	
Windmill Tower - internal working fixtures	
Windmill Tower - Spare usable parts	
Dressing up box	
Handling Collection	
Linen in tearoom	
Chairs and tables in tearoom	

<b>PRIORITIES FOR COLLECTING</b>	<b>SUBJECT AREA</b>	<b>COLLECTING STATUS</b>	<b>NOTES</b>
<b>Archives</b>	Windmills of Heckington	YES	
	Milling families of Heckington	YES	
	Milling families all locations	NO	Re-direct to National Mills Archive
	Windmills of Lincolnshire	NO	Re-direct to National Mills Archive
	Windmills of UK	NO	Re-direct National Mills Archive
	International Windmills	NO	
	All windmills with 8 sails	YES	
	Tuxford	YES	
	Pea Room	YES	
	Heckington Railway	YES	
	Railway Hotel	YES	
	Farming	NO	Unless direct link to Heckington Mill
<b>Art Work</b>	Windmills of Heckington	SELECTIVE	Contemporary Art work (created within the last 5 years) will not normally be collected except in exceptional circumstances. However, historic work may be considered.
	Milling families of Heckington	SELECTIVE	Contemporary Art work (created within the last 5 years) will not normally be collected except in exceptional circumstances. However, historic work may be considered.
	Windmills of Lincolnshire	NO	
	Windmills of UK	NO	
	International Windmills	NO	

	Windmills with 8 sails	SELECTIVE	Contemporary Art work (created within the last 5 years) will not normally be collected except in exceptional circumstances. However, historic work may be considered.
	Tuxford	SELECTIVE	
	Pea Room	SELECTIVE	Unless contemporary to working
	Heckington Railway	NO	
	Railway Hotel	NO	Unless contemporary to working
	Farming	NO	
<b>Objects (related to)</b>	Heckington Windmill	YES	
	Windmills of Lincolnshire	NO	
	UK	NO	
	International Windmills	NO	
	Tuxford	YES	Dependent on available storage
	Pea Room	YES	Dependent on available storage
	Heckington Railway	NO	Direct to Heckington Railway Museum
	Railway Hotel	YES	Dependent on available storage
	Edwardian Social History	SELECTIVE	
	Farming	NO	
<b>Reference Books</b>	Windmills of Heckington	YES	
	Windmills of Lincolnshire	YES	
	UK	YES	
	International	NO	
	Science & technology	SELECTIVE	Mill related
	Mills and related trades	SELECTIVE	
	Baking - Historic	YES	

	Baking - Contemporary	SELECTIVE	Baking demonstrators to direct
	Farming	SELECTIVE	
	Railways	NO	Direct to railway museum
<b>Handling Collection</b>	Old money	YES	
	Historic Scales	YES	
	Historic baking equipment	YES	
	Edwardian social history	SELECTIVE	
	Quern	YES	
<b>Display Props (Cart Shed)</b>	Farming hand tools	SELECTIVE	

## 8 Themes and Priorities for Rationalisation and Disposal

Currently, the collection is being accessioned and catalogued in accordance with SPECTRUM documentation standards. Rationalisation of the collection is being undertaken simultaneously, as per HWT's pre-agreed collection themes.

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 or 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.

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.

## 9 Legal and Ethical Framework for Acquisition and Disposal of Items

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

## 10 Collecting Policies of other Museums

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

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

- *National Mills Archive*
- *Museum of Lincolnshire Life*
- *Heckington Railway Museum*
- *Sleaford Museum*

## **11 Acquisition**

The policy for agreeing acquisitions is:

The Collections Manager is authorised to carry out the acquisition of items in line with the approved Collection Development Policy. Items outside of the scope of this policy will first need agreement by the governing board before acquisition can take place.

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).

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 1st November 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.

## **12 Human Remains**

The museum does not hold or intend to acquire any human remains.

## **13 Biological and Geological Material**

So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## **14 Archaeological Material**

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.

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).

## **15 Exceptions**

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

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

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

## **16 Spoliation**

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

## **17 Disposal Procedures**

All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

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.

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.

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.

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.

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.

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.

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 MA's Museums Journal or in other specialist publications and websites (if appropriate).

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.

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.

The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

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

## **Disposal by exchange**

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

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

- If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the MA's Museums Journal or in other specialist publications and websites (if appropriate).
- Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

## **Disposal by destruction**

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

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

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

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

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