



Market Lavington Museum

Forward Plan 2025-2030

Name of museum: Market Lavington Museum

Name of governing body: Museum Board of Trustees

Date on which this policy was approved by governing body: 4th June 2025

Date at which this policy is due for review: March 2030

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Introduction

1. Statement of purpose

The museum aims to tell the story of Market Lavington, Easterton and surrounding area. By presenting and preserving objects and information, its aim is to enable the active engagement of visitors with the history of the villages and to actively collect new objects and stories which preserve this history for future generations. The museum seeks to attract a wider audience through its programme of events, outreach and on-line engagement.

As a registered Charitable Incorporated Organisation (CIO) our stated objectives are to advance the education of the public through the preservation and display of artefacts and other chattels of local and historic interest and importance to Market Lavington and the surrounding area and to develop and enlarge the same for the benefit of future generations.

The Museum is committed to encouraging participation in cultural activities by local communities and visitors, for the benefit and enjoyment of all.



2. History of the collection

The origins of the Market Lavington collection go back to the 1950s when local resident Peggy Gye took an interest in the history of the parish. It was soon known that Peggy collected items with a relevance to the area and people brought things to her over the next 30 years or so. As Peggy's collection of Lavington memorabilia grew and, from time to time, she staged big displays in various locations around the village. One such event, in the Old School in 1973 converted that building into a temporary museum. When the museum opened in 1985 it was Peggy's personal collection that formed the bedrock of the museum. Peggy had collected many photographs, paper documents and clothes. There were items from shops and local businesses. Much of the material dated back to the Victorian and Edwardian era but there were some antiquities including fossils found locally

Market Lavington Museum was formally established in 1984, and was incorporated under the Companies Act in the same year. It is housed in the Old Schoolmaster's House, which was built in 1846. It is of single brick construction with no running water. The building was falling into serious disrepair and was rescued in 1984 and refurbished. The building is leased to the Market Lavington Museum Company by the Earl of Radnor, and in 2005 the lease was renegotiated and extended until March 2032.

In 2005 the Museum was awarded a grant of £10,800 from the Heritage Lottery Fund *Your Heritage* Fund, with additional funding from Community First: Sustain the Plain. These monies paid for a new roof, and enabled the Museum to improve user services, for example by developing education packs for schools. During the Covid Pandemic the Museum was closed and the subsequent Government grants enable a reorganization of the internal structure and an RSJ to support the upper floor.

Market Lavington Museum has a strong history of volunteer curators starting with the founder Peggy Gye in 1985. Roger Frost took over responsibility in 2008 supported by his wife Sue Frost who was the volunteer archivist. He was responsible for putting the museum on a professional footing. On Roger's death in 2016 Sue Frost took on the role of curator. In addition to the curator the museum has an extensive team of volunteers and Trustees that are essential to allow the museum to function and open to the public. They also help with fund-raising and community outreach activities.

The museum receives almost all of its collections via donations from the public. Significant contributions include items relating to Gye's yard and local brickworks which remind everyone of what a bustling workplace Market Lavington once was.



Peggy Gye in the museum when it opened in 1985

3. Production of the Forward Plan

A number the Museum trustees changed in 2022 when a new chair was appointed. As a consequence of the change of leadership together with a number of new board members, a fresh approach in a number of areas is being taken. In particular a longer-term view for the museum's constitutional position, its location, its financial sustainability and expansion opportunities were addressed. These four main factors form the basis on which this forward plan is written.

3.1 Constitution.

The museum was originally set up in 1984 as a Charitable Limited Company. The legal position has now run its course and the Board determined to effect a change. In 2024, the museum's application to register as Charitable Incorporated Organisation (CIO) was approved and the transfer across from Companies House to the Charity Commission was achieved. A number of additional trustees were appointed in late 2024 to cover new and developing areas requiring new knowledge and skills.

3.2 Current Lease.

The current lease which the museum holds with the Rt Hon Lord Radnor of Bodenham Estate, Salisbury expires in 2032. Although it is some 7 years before the lease expires, it is deemed vital that the museum secures an extension of the existing lease or new lease going forward. Securing the museum's future in the next year forms the foundation for the Forward Plan. These discussions with the landlord's agent, have taken place and early

indications are positive. Lease renewal remains work that is ongoing. The current lease is a full maintenance lease and thus the museum benefits from a peppercorn annual rent.

3.3 Financial Sustainability.

The museum's income relies on donations, fundraising events and gifts. In this way the museum breaks even and manages to maintain a small reserve to meet any contingencies. However, it has become increasingly hard to achieve this as the cost of electricity spiralled in 2023. The overheads for the museum are small and with a slight reduction in electricity the budget has become more manageable. The whole team work together to raise awareness locally of the costs of maintaining the museum and have to date been successful in fund- raising.

3.4 Expansion opportunity.

The museum is small in size and space is at a premium. Our nearest neighbour is St Mary's church, which is located some 50 metres from the museum. The church has been neglected for some time but now new plans are in place to have the heating system repaired and install an accessible WC, which will be available to the public. At a recent meeting with a leading member of the Parochial Parish Council an offer of the use of the 'Vicar's Vestry' was made to the museum. Discussions are just beginning but we are hoping that this will give us an opportunity to expand into another area that will be open to the public. This will allow us to reach potentially new audiences and share more of our information and knowledge however once the offer is clarified an opportunity may be possible.

Current Situation

4. Collections

The number of artefacts within Market Lavington Museum is 10,715. In addition, there are three items which are on long term loan: a Phantasmagoria magic lantern, an Edison Bell phonograph with associated slides / cylinders and a small collection of objects and documents relating to the excavation of the Saxon burial ground in Market Lavington on loan from Wessex Archaeology. The Board agreed that transferring all the collections data into the MODES database was a priority for the museum and a programme of entering, reviewing and updating information began. The aim of the project was to support continuing progress with our accreditation targets but also that it would enable the data to be shared more widely and enquiries to be responded to effectively. The collection is now almost fully on MODES with a back-up copy held off-site. The responsibility of the collections is held by trustees who delegate the day-to-day management to the curator whilst overall retention remains with the trustees.

The collecting area for the museum covers the parish of Market Lavington and any area ever included in the parish. The curator, supported by the Board, is clear that the museum cannot accept any items that are outside this area.

Currently all artefacts are either on display or stored within the museum. The environmental conditions within the museum display and storage areas are constantly recorded and remedial action is taken as required.

All items on display have a small explanatory label including the object number. From this starting point the volunteer stewards are able to provide visitors with the full known history of the object and any supporting paperwork taken from the MODES database or the supporting paper files. Volunteer stewards are able to find stored items for visitors who are conducting research. The displays are changed / rotated for the benefit of the public annually following dialogue with trustees.

The management of Market Lavington Museum's collections is detailed in:

- The Collection Development Policy
- The Care and Conservation Policy.

The Museum Collection features the following areas:

- Agriculture.
- Costume and Textiles
- Archaeology
- Domestic Life.
- Trades.
- Militaria
- Recreation
- Fine Arts
- Photographs

5. Audiences and Environment

5.1 Public Opening

The Museum opens on a Wednesday, Saturday and Sunday (14.30 -1630 hours) from May to October. The Museum will open on Bank Holidays and also for a few days during the Christmas and New Year period. The dates for the end of year are determined at the early autumn Board meeting, ready for publication across a number of local publications and the web site. Access to the Museum at any reasonable time for private or group visits can be arranged directly through the museum.

5.2 Audience

The Museum covers the parish of Market Lavington and any area ever included in the parish. It an area of approximately 7.61 sq. miles (12 sq. Km). The area is rural with Devizes being the nearest town some 8 miles to the north of the museum.

The museum has on average 1,200 in person visits a year and within these numbers we include those visitors who attend our outreach events when we

take the museum to the community. Most are “local” which we define as those travelling within a 20 mile radius. However, an increasingly significant number visit the museum from abroad. It is rewarding and exciting that the museum can help to meet the demands for family history information. Such a need has increased in recent years.

We have a highly successful daily Museum Blog which attracts thousands of visitors from many different countries. Every blog highlights a particular museum exhibit, a newly accessioned object or a local history story.

Our website has been redeveloped to the Accessibility standard with high quality content and photographs.

Our Audience numbers at a glance are shown in table 1.

Year	Adult visitors to museum and events	Children visitors to museum and events	BLOG			Website visitors
			Views	Visitors	Countries	
2022	1219	97	29300	15400	114	
2023	1207	143	35400	18000	123	
2024	1240	88	37700	17800	126	2250

Table 1: Museum visitors including those who attend talks given by the Curator and those who visit the Museums stands at local fete type events.

Through talking to visitors, comments left in the ‘visitors book’, and emails received after visits, it is clear that visitors are generally happy with their experience. Responding to visitor requests and queries is considered essential and is part of our regular working follow up. Often this includes making contact with them as part of the post visit follow up. We’ve received positive feedback from a number of visitors.

Many more local people experience the Museum as a result of the proactive advertising for museum run events. Ensuring we have the right equipment to be able to take the museum to outside events has paid off. Each year the village fetes in both Market Lavington and Easterton allow a stall. They attract many visitors, and most spend some time at the museum stand. They will be able to see the photographs, learn some history and experience the museum. We have recently invested in a branded gazebo so we can present a more visible and professional image at these events.

5.3. Children's events

In 2024 we hosted the inaugural Halloween closing event for local families. Earlier in the season two traditional basket weavers demonstrated their skills and included traditional children's activities.

2025 Museum season started with the 80th Anniversary VE day celebrations with children's activities involving the local Guide group.

The museum is planning regular Wednesday afternoons sessions for children during the school summer holiday (this year's activities will be based on the *Peepo* book) and we have a large picnic table to encourage sitting outside and children's toys and activities available when the museum is open.

In 2025 we were visited by a local pre-school group and we have plans to further develop pre-school and school visits in the future.

There has been a 'snail trail' in the museum for several years.

We have plans for an 'old and new quiz' for children to find matching objects in the museum, this will help feed into how we choose the most interesting objects for the upcoming filming of the new virtual museum tour. The prize for completion is a museum badge.



The museum seeks to encourage an enjoyable and lifelong learning experience while addressing the cultural, creative and intellectual needs of the community. Everyone is welcome to visit the museum however, the ability to access the museum on-line will ensure future sustainability.

The Museum recognizes that it needs to do more to understand its audience and collect, hold and utilise a greater level of data such as age, gender, where visitors are from, type of group visit pattern and likelihood to recommend, or return. We do capture some of this information within the visitors' book but we are looking at ways we can expand on this data collection and record this information centrally,

6. Outreach

Museum outreach manifests itself through talks and slide shows, which encourages people to research further and visit the museum. The family history documents held are available for all to see as well as the considerable collection of photographs. Stewards are able to direct researchers to the most appropriate person if we are contacted in advance.

One major presentation evening (known as the Museum Miscellany) is held in Market Lavington each spring. This very popular event attracted 120 visitors in 2024. Such an evening allows local people to see, hear and even taste their village history. Maximum use of the web site and social media play an important part of the messaging together with local magazines, newsletters and advertising.

The Museum works with other local groups as well as attending the Vintage meet in Market Lavington and the Easterton Fete each year in July and August respectively. Both are very well attended events bringing in large numbers of visitors as well as locals. Furthermore, Imber Bus Day in August is supported by museum volunteers providing refreshments next door, this in turn brings a considerable number of visitors to the Museum.

By way of explanation Imber Bus is a standard London bus experience that runs just one day a year, weaving its way through the sealed-off military lands of Salisbury Plain. The route takes visitors through the area and to the abandoned medieval church in the middle of a military training village of Imber. One of the bus stops is located opposite our museum. Proceeds from Imber Bus day are given to charities. In addition, the museum provides refreshments and makes a substantial amount of money.

7. Access

7.1 Pre-Arrival.

Full details and maps are available on the website. A YouTube video provides access details to the museum. We intend making sure the information is available to all.

<https://marketlavingtonmuseum.org.uk/>

7.2 Free Car Parking and Arrival.

There is no on-site car parking at the Museum, however, there is a village car park above the Community Hall, which is a short distance away. Alternatively, there are car parking spaces in Church Street.

7.3 Location details. The Museum is built on a slope which in various places is cobbled, tarmacked and has grass tracks. Therefore, care is required by all visitors and volunteers. The Museum is housed in a small house built in 1846 with no lift to the first floor. The house is in a conservation area. There are many displays on the ground floor and volunteer stewards are happy to bring specific items downstairs on request. Toilets are available in the Old School. There is step free access for visitors on foot or and those in wheel chairs using the path next St Mary's church. The church is accessed from the car parks and tarmacked paths by the Market Lavington Community Hall.

7.4 Making the museum more accessible will remove barriers to visitors.

The Old Schoolmaster's House, our museum home, has great character but presents numerous access challenges due to its location and construction. Feedback from visitors and from our community events is clear, they love the museum but the building itself can present a barrier for older visitors, visitors with physical or sensory disabilities, and wheelchair users.

The museum recently successfully applied for grant funding from **Museum Development South West** under the Small Open Grant program.

The funding will be used to create a pixel perfect virtual tour of the museum (hosted in the museum via tablet and online) combined with hotspots of information for objects and displays, all supported by audio, text (with adjustable font sizes), dyslexic friendly fonts and high contrast versions. In addition to helping us overcome some of the identified access challenges, this tour will, we believe, help engage a younger audience to the museum and help us attract a wider audience online. As we already attract thousands of visits from numerous countries to our daily Museum Blog, we are well placed to utilise the Blog and Website to advertise the virtual museum experience to expand our audience further.

8. Web Site, Blog and Social Media

The Museum has a web site and a blog. Currently, the curator writes a blog every day. During 2024 blog visits exceeded 37,500. The web site was refurbished in 2022. The blog provides an excellent researchable resource from some 4000 individual blog entries. This hugely valuable supply of information continues to grow and together with the web site supports many enquiries.

8.1 Web Site address:

<https://marketlavingtonmuseum.org.uk/>

8.2 Market Lavington Museum Blog address:

9. Workforce

The museum is run entirely by volunteers, there are no paid employees. Over 40 volunteers present the most valuable asset to the continued success of the museum. The Board are satisfied that the number and quality of volunteers enables the museum to open at the advertised times and that the visitors receive the best possible experience. Training for the volunteers is provided by the Curator and supported by Board members and takes place on designated afternoons and evenings. Combating individual social isolation using the museum as source of engagement with others is important.

We are working towards making the museum more accessible and engaging different age groups. We now have several young people who volunteer to do particular tasks in the museum and family events encourage a younger demographic to enter the museum.

The Board of trustees has some younger members to support effective succession planning and one of our volunteers has approached us through employer supported volunteering.

10. Environmental Sustainability Statement

The Market Lavington Museum is located within a conservation area and the building; The Old School Masters House (c.1846) is in itself of historical interest. We are adjacent to the 13th-century church of St Mary, and we are conscious of our responsibility to the site and to the local area. To that end, any improvements made, both inside and outside the building, are designed to fit in with its existing environment.

The Museum is committed to improving the physical infrastructure and environmental management of the Museum, within the constraints of a Victorian building.

The Museum is committed to reducing its environmental impact year on year. We seek to continually improve the environmental performance of our activities and are committed to reducing impacts on the environment from all areas of our operation.

With this in mind we recently secured Small Open Grant Funding from Museum Development South West to create a Virtual Museum Tour which will be available within the Museum and Online, to improve visitor accessibility, and enable virtual visits. Whilst we encourage in person visits, the creation of an on-line tour presents the opportunity for visitors who do not live locally to visit virtually.

The Museum considers environmental sustainability criteria when selecting suppliers and products, with a preference for local partners and those with eco-friendly and sustainable certifications. Our recent choice of partner for the virtual museum tour was in part made because they were the most local, with a proven record of reducing travel by utilising remote collaboration tools and minimising on site visits.

The Museum expects volunteers and partners to work in an environmentally responsible manner and we assess any activity we plan to undertake in terms of its environmental impact.

The Museum complies with relevant legislation and strives to reduce its energy consumption and overall environmental impact:

- Lights, including display lights, are tuned off at the end of each museum session
- The building is heated with electric storage heaters, set at the minimum temperature required to protect objects and the fabric of the building, with consideration given to the relative humidity.
- We subscribe to Wiltshire Council's bin systems. Waste is minimal but all waste, including garden waste, is sorted by the Museum staff
- We recently installed a garden compostor to reduce the need for green bin collections
- The building has no running water but a water butt was installed in 2023 which we use for watering the planted areas and for general cleaning purposes

On a day-to-day basis we minimise the use of resources:

- keeping printing to minimum, using email and phone communications where possible
- Recycling paper and other materials
- Using environmentally friendly materials where possible.

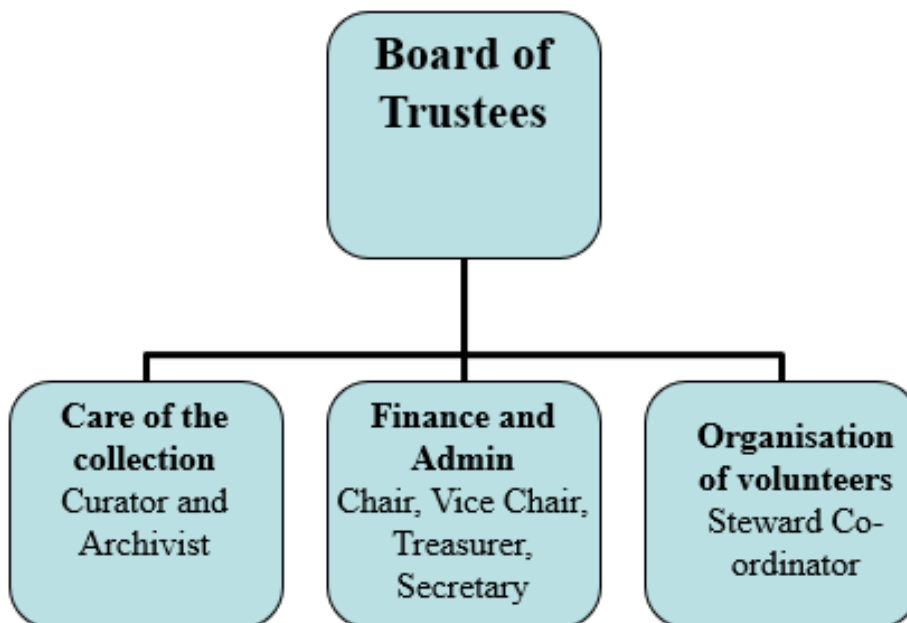
Governance

11. Operating Details

Market Lavington Museum is a Charitable Incorporated Organisation and a registered charity (no. 293631). The Museum is also accredited (no.1185). The Museum Board of Trustees manages the Museum. The Board meets approximately every two months and forms the main decision-making forum. Decisions are arrived at with reference to the Forward Plan. Curatorial and conservation advice and actual conservation work are provided by Wiltshire Conservation and Advisory Service (CMAS) at the Wiltshire and Swindon History Centre in Chippenham. The Museum is housed in a former cottage and has four small rooms housing the displays plus a storage area. The Museum banks with Lloyds TSB, Devizes Branch, 38 Market Place, Devizes, Wiltshire, SN10 1JD. The Museum is insured by Zurich Municipal, Policy No. XAO-122028-6013. The policy which is comprehensive covers the Museum for Buildings, Contents and Public Liability Insurance only.

12. Organisational Structure

The diagram below illustrates the Museum's organisation structure:



13. Trustee Roles and Responsibilities 2024 / 2025

The Museum Board:

Role	Description	Name
Chair	The chair ensures the board functions effectively and that trustees fulfil their duties. Produces the annual calendar. Sets the agenda for meetings. Books venues.	Jackie Clark
Vice Chair	Sounding board for the chair and to step in where needed	Nick Beard
Curator	Responsible for the collection and how it is exhibited	Sue Frost
Archivist	To work with the curator and digitize the records	Jean Edwards
Minutes secretary	Records the minutes of meetings and distribute to the board	Jeannie MacMeekin (not a trustee)
Secretary	Grant applications. Invitations to events. Letters of thanks	Paul Churchill
Treasurer	Holds the bank account and pays bills. Prepare regular accounts for the board. Collect donations and bank them. Submits annual accounts to the Charity Commission. Gift aid.	Katie Behan
Social media	Runs the museum Facebook page. Advertises events and opening on social media. Maintains the museum profile	Gill Morris (not a trustee)
Advertising	Advertising of the museum in local magazines. Advertises events.	Gill Morris June Wright

Buildings	Identifies building needs, conducts inspections and where necessary employs professionals to do the work	Nick Beard Mike Allen
Events coordinator	Produces a plan for each event. Oversees the plan to ensure tasks are delegated and achieved	Nick Beard
Policies	Contributes to and checks policy standards and advises on regulations ensuring their currency and implementation are up to date	Ann Chumbley
Steward coordinator	Organises rotas and training for stewards Acts as the link between the trustees and stewards.	Sue McDonald
Website	Ensures that the website site information is accurate and up-to-date. Handling the intricacies of uploading to the site.	Mike Morris (not a trustee)
Trustees without portfolio	Support board and activities	Carol Treloar Tom MacMeekin

Table 2: Museum Board

Action Plans

14. Review of the Previous Plan

All the objectives from the previous Forward Plan have been achieved which has led to an improvement in the Museum's services. Areas of achievement are as follows:

- Working towards retaining our accreditation by improving our accreditation standards.
- Secured the improved long-term care of the collection whilst upgrading the fabric of the building by strengthening the first floor and replacing some display cabinets.
- Continued to add to our collection by taking donated items from the local area.

- Updated the museum's documentation process by ensuring that the collection is now entered onto **Modes**. In addition, there has been more resource available for accessioning which has reduced the backlog of items awaiting accession.
- A new banner and signage for the museum has been purchased and an investment made in a gazebo to support the outreach programme.
- Increased awareness of the museum (work in progress). Together with the web site planned events will create better recognition and understanding of the museum, for example, the Miscellany in April and Imber Bus Day attract much support and interest.
- Operated within budgets.

15. Development of this Plan

This Forward Plan has been produced by the Museum Board under the leadership of the chair and vice-chair. The plan will be shared with our volunteers and put on the museum website. Any comments received on this plan will be valued and considered by the Board. The basis of the forward plan remains the Constitution, Current Lease, Financial sustainability and possible expansion.

16. Monitoring this Plan

Progress toward the actions identified in this plan will be monitored on an ongoing basis with an update report being prepared for the Board at their yearly review in March. Milestones will be set for each of the objectives to assist with progress monitoring. A full review of the plan will be undertaken at the end of 2030 and action taken accordingly. Implementation of this plan will be the responsibility of the Museum Board. All plans to be reviewed every 5 years. This plan will be reviewed quarterly at the board meeting.

17. Finance

Historically the Museum has always produced a trading surplus and therefore has built up a small financial reserve. As we have a current full maintenance lease, the Museum is responsible for the upkeep of the building. The expense of the major structural building work carried out in 2021 was met by the COVID grants offered by HMG. In 2023 the extremely high electricity bills in 2023 seriously depleted reserves however these are now increasing. The Museum is now structurally sound. Replacing several windows in the near future will form part of the forward maintenance plan. The latest annual accounts have been sent to the Charity Commission.

Financial Year	Gross Income (£)	Total Expenditure (£)
April 21 - March 22	23,689	22,226
April 22 - March 23	3,070	11,818
April 23 - March 24	5,249	3,314

Table 3: Gross Income and Expenditure

18. Resources

3 Year Income, Expenditure, Profit / Loss Forecast 2025 -2028. All figures £

Item	2025-6	2026-7	2027-8
Income			
Book sales	100	110	110
Donations	900	1,000	1,000
Miscellany	1,200	1,200	1,200
Imber Bus	1,500	1,500	1,500
Garden Party	500	500	500
Gift Aid	100	100	100
Grants	1,500	500	500
Total Gross Profit	5,800	4,910	4,910
Expenditure			
Insurance	460	470	480
Collection Costs	100	150	100
Utilities	1,000	1,000	1,000

Repair, maintenance and renewal: equipment	500	500	500
Repair, maintenance and renewal: building	1,000	200	200
Office Expenses		60	70
Rent & Rates	10	10	10
Publicity & Signage	120	30	40
Computers and Running Costs	160	500	180
Total expenditure	3,400	2,920	2,580
Net operating profit	2,400	1,990	2,330

Table 4: Income, Expenditure, Profit / Loss (£)

19. Security

Crime in Wiltshire is 21% lower than the national crime rate in England, Wales and Northern Ireland. The town of Devizes is approximately 8 miles from the museum in Market Lavington. Although crime in Devizes is 4% higher than the average for the South West the villages in this very rural area south of the town have very few incidents. Crime statistics in Wiltshire are equivalent to 0.5% of England's total and the county is the 10th safest unitary authority in the England (of a total of 63) when ordered by crime rate. Market Lavington falls with the 'Devizes Rural South' on the constabulary database where crime is low. The rural area with its surrounding villages is serviced by the local Police Support Officer who is familiar with the museum.

The Security Checklist has been completed and will be found in the supporting documents together with a completed Environment Visual Assessment (EVA) where some of the maintenance also has security implications. It is the Board's intention to look at investing in audible alarms and an automated fire / security alarm system following a review of the fire and security at the museum.

20. Current Analysis: SWOT ANALYSIS (March 2025)

<p>Strengths</p> <ul style="list-style-type: none"> • Local, Fun, Social Environment • Friendly helpful stewards • Website, Free • Clean and Tidy • Nearby parking • Well displayed and wide-ranging collections • Imaginative, Engaging, Safe • Modes search facility 	<p>Weakness</p> <ul style="list-style-type: none"> • No road frontage • Small building • No retail space • Collections not online • Not in major tourist area • Limited budget • Small capacity • No disabled access upstairs • No running water or toilets
<p>Opportunities</p> <ul style="list-style-type: none"> • Lottery grant, • Small grant schemes • Volunteer projects • Attract more visitors • Build relationships with other museums • Expansion would help to promote Market Lavington as a whole. • Engage and encourage young people to visit the museum • Combating individual isolation using the museum as source of interest 	<p>Threats</p> <ul style="list-style-type: none"> • Building is leased • Lacks internet • Building fabric is old and requires constant maintenance.

Table 5: SWOT Analysis

Action Plan

21. Year One

Market Lavington Museum is already set up and operated with the previously stated aims in mind; the purpose of the Action Plan is to define how to further develop and improve the service provided and to ensure its long-term future and financial viability.

The Actions are given priority categories and target completion dates in terms of financial years where appropriate. Many are classified as 'ongoing', in that they are continually kept under review, with progress assessed each year. 'Target dates' refer to our financial year, which runs from April to March.

Table 6: Detailed action plan year 1 (2025-2026)

Aims	Objective	Action	People responsible	Resources needed	Budget and funding source	Completion date	Priority	Success criteria
1 - Secure the future of The Museum	To maintain and increase visitor numbers	To attend outreach events with displays	Trustees and volunteers	Volunteer time Display boards	£300	June 2025	High	Increase attendance at outreach events.
2 - Improve access to the collection	Virtual tour of museum collection – improve accessibility and carbon footprint	Successful grant application (MD South West Small Open Grant), deliver to project and launch Autumn 2025	Trustees	Grant monies, reserve monies and volunteer time	£1,650 Small Open Grant £600 - from reserves	2025	High	Virtual tour launched and advertised, improving accessibility driving up in-person and virtual visitor numbers
3 - To put more items on display	Increase the display space	Investigate the opportunities within St Mary's Church	JC NB	Volunteer time	Grant application Reserves	Ongoing	Medium	Increased displays and improving accessibility to WC facilities with step-free access
4 - To secure the future of the building	Renegotiate the lease 2032	On going negotiations with Lord Radnor through his agent	NB	Volunteer Time		2028	High	New lease
5 - Maintain the building	Replace rotten windows	Employ a builder	NB MA	Volunteer Time	£1000 from reserves	2025	High	New windows

Table 6 (Cont) Detailed action plan year 1

Aims	Objective	Action	People responsible	Resources needed	Budget and funding source	Completion date	Priority	Success criteria
6 - To increase visitor numbers and awareness of the Museum	To increase visitor numbers by 10% this year	a. Set up a village trail with QR codes launch the virtual museum tour. Virtual Tour and associated publicity	JC	Volunteer Time	£100 from reserves Grant (see item 2)	2025/26	High	Village trail in use Increase visitor numbers by 10% this year,
7 – Operate the Museum efficiently and effectively, within the budgets allocated, in-line with Environmental Statement.	Ensure budget is set accurately and it is adhered to.	The Chairman and Treasurer to set spending plans and monitor on a regular basis	JC KB	Volunteer Time	None	Ongoing	High	Actual to budget variances eliminated

Table 6: Detailed action plan year 1

End of year review

To be completed at the end of the first year of the action plan.

Aim	Objective	Progress	Actions to carry forward

Table 7: End of year Return

22. Action Plan: Year Two-Three (2026-2028)

Aim	Objective	Action	People responsible	Resources needed	Budget and funding source	Completion date	Priority	Success criteria
1 Future proof the Museum	Attract young people to volunteer and become trustees	Targeted outreach	Trustees	Volunteer Time	Not known	2028	medium	Younger volunteers and trustees
2 Increase space	Enlarge the Museum by using vacant adjacent buildings	Develop the opportunities within St Mary's Church	Trustees	Volunteer Time	Not yet known	2026-2028	high	Enlarged and successful Museum

Table 8: 2026 - 2028

End of year review

To be completed at the end of each year of the action plan.

Aim	Objective	Progress	Actions to carry forward

Table 9: End of year Return