

**SANDWICH TOLL BRIDGE FUND  
MUSEUM / ARCHIVE COMMITTEE**

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Wednesday 10<sup>th</sup> January 2018 in the Council Chamber, Guildhall, Sandwich at 6:00pm**

**Present: Councillors: The Mayor, Cllr Paul Graeme (in the Chair)  
Cllr JE Franklin  
Cllr L O'Donoghue  
Cllr D Friend  
Cllr DMA Wood**

**Mr John May, Honorary Curator of the Museum  
Mr John Scollard, Museum Volunteer Manager  
Ms Amandajayne Hollobon-Baxter, Acting Town Clerk**

**Officer: Mrs M Outen**

- 01.01.18 APOLOGIES FOR ABSENCE**  
Apologies were received and accepted from Cllr VA Liote
- 02.01.18 DECLARATIONS OF INTEREST**  
None were received.
- 03.01.18 MINUTES**  
Minutes of the Museum and Archives Committee meeting, held on 10<sup>th</sup> October 2017 were received, agreed and signed.
- 04.01.18 HONORARY CURATOR'S UPDATE**  
The Committee received the written report from the Honorary Curator, Mr John May. This included information on the new exhibition of Fulton's torpedo. The Cllrs present asked if they could view the torpedo after the meeting, which was agreed. John May suggested that the flow through the courtroom would be helped if the TIC inner doors were kept closed to encourage people to eject through the museum. John Scollard agreed this. Cllr O'Donoghue asked if there was any budget for lighting to improve the look and vision of the exhibition. Madylene Outen informed the committee that better lighting could be sought but no structural changes to the room could be made so would have to be exhibition lights. John May said he had previously looked into this and it was about £1,200. It was agreed John May would obtain quotes for the lighting.  
**RESOLUTION: JM to look acquire quotes for exhibition board lighting.**
- Cllr O'Donoghue asked if we will continue lectures after the HLF bid money has gone.  
John May updated on upcoming lectures and stated it would be good to continue a programme of events and exhibitions.

Signed .....

Cllr O'Donoghue asked if any progress had been made on translations for audio guides. Cllr Franklin said he knew of a Japanese translator.

**RESOLUTION: The translations for audio guides will be further discussed at Museum Marketing meeting**

**05.01.18 MUSEUM AND HERITAGE MANAGER'S REPORT**

Madylene Outen spoke through the statistics for the museum (10,723 visitors between May and December 2017.) The Roman Bowl is back in the Museum and a report from CAT is expected. It is confirmed as 1<sup>st</sup> century AD. There has been one gift, a book about the Cinque Ports. Six new volunteers have started, three in the archives and three in the museum. Madylene Outen reiterated that the benches and bins previously enquired about are linked with the A New Vision for Sandwich project and therefore wouldn't be moved until this process was further down the line. The panic alarm has been installed but it will be moved as requested next time CHUBB visit. The donations box cannot be screwed down but some weights will be sought. Safeguarding training will take place and advice has been sought but this will be in conjunction with a new volunteer training plan and the implementation of new plans and procedures. Cllr Wood asked if there were any school visits before this. Madylene Outen said there would be, but none in breach of law. Cllr Wood offered his assistance with his experience as a teacher.

**RESOLUTION: CHUBB to move panic alarm.**

**Weights to be sourced for the donations box.**

**Report from CAT to be received.**

**Safeguarding training to be arranged**

**06.01.18 MUSEUM VOLUNTEER MANAGER'S UPDATE**

Mr John Scollard, Museum Volunteer Manager, gave a verbal update to the Committee. It has been difficult to engage volunteers for shifts but this has likely been because of Christmas and illness. There are twenty regular volunteers and John Scollard will contact those who have not volunteered for a long time to enquire if they are still interested in volunteering. John Scollard mentioned the benches blocking the museum and Madylene Outen reiterated that this was a part of ANVS.

**RESOLUTION: John Scollard to update volunteer list.**

**07.01.18 TITHE MAP CONSERVATION**

The report from Kent History and Library Centre had not been received in time for this meeting. Madylene Outen gave a brief update regarding the Tithe Maps being at KHLC for a condition report and the Tithe Maps conservation either need to be paid for and therefore work done on them or they needed to come back to Sandwich. Cllr O'Donoghue offered assistance.

**RESOLUTION: Madylene Outen to follow up on reports. Reports to go to Council meeting for a decision.**

Signed .....

**08.01.18**

**FINANCE**

i) These were not circulated, this was an error on the agenda.

ii) It was suggested that the Museum Budget Headings 2018/2019 should go to the finance committee for approval.

**RESOLUTION: Budget Headings 2018/2019 to go to Finance committee.**

**09.01.18**

**DATE OF NEXT MEETING**

Monday 9<sup>th</sup> April 2018, at 6pm, in the Council Chamber.

Signed .....