

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 19<sup>th</sup> February 2019 in the Council Chamber, Guildhall, Sandwich at 6:00pm**

**Present: Councillors: The Mayor, Cllr Veronica Lioté (in the Chair)  
Cllr J Gisbey  
Cllr L O'Donoghue  
Cllr JE Franklin  
Cllr D Friend**

**Ms Amandajayne Hollobon-Baxter, Project/HR Manager**

**Officer: Miss M Beardmore, Museum and Heritage Manager**

- 01.02.19 APOLOGIES FOR ABSENCE**  
Apologies were received and accepted from Cllr Daw and Cllr Graeme. No apologies were received from Cllr Wood.
- 02.02.19 DECLARATIONS OF INTEREST**  
Cllr Friend disclosed an interest in item seven.
- 03.02.19 MINUTES**  
Minutes of the Museum and Archives Committee meeting, held on 10th October 2018 were received and agreed.
- 04.02.19 MUSEUM AND HERITAGE MANAGER'S REPORT**  
The Committee received the written report from the Museum and Heritage Manager. Cllr O'Donoghue asked about the till system needed in the museum. Mady Beardmore responded that it would be linked to the system used by the VIC when this was upgraded. Cllr O'Donoghue also queried whether Royal Holloway College had been approached about the Thomas Paine exhibition. Cllr O'Donoghue asked if quotes had been sought in order to solve the museum's heating problems. Museum and Heritage Manager informed her she was waiting for a quote.  
**RECOMMENDATION: For Cllr O'Donoghue to approach Royal Holloway College about Thomas Paine exhibition. Museum and Heritage Manager to seek more quotes to solve museum heating and for an inner door.**
- 05.02.19 MUSEUM FORWARD PLAN**  
The committee received and considered the Forward Plan. Cllr O'Donoghue asked if page numbers could be added. Cllr O'Donoghue queried if any move had been made to investigate a digitisation project for the Archives based in Maidstone. Museum and Heritage Manager explained that other projects had taken priority, but she would continue to look out for funding for that particular project.

**RECOMMENDATION: Museum and Heritage Manager to add page numbers to the Forward Plan.**

**Museum and Heritage Manager to look out for further funding for a digitisation project.**

**06.02.19 SUMMARY OF ACCOUNTS**

Accounts were received. Cllr O'Donoghue asked if the Imhof accounts could be included in the museum accounts. She also queried if the accounts management would be handled in the same way as the STC and STBF accounts going forward. Project/HR Manager confirmed that it was hoped it would following the IT training provided to the Town Clerk and Responsible Finance Officer.

**RECOMMENDATION: Museum and Heritage Manager to ask the Finance Officer to provide the Imhof accounts within the Museum and Archive general accounts.**

**07.02.19 ARCHIVES COMPUTERS**

Report was received and agreed.

**RECOMMENDATION: Museum and Heritage Manager to instruct the Finance Officer to set up a Direct Debit to Highways Business Services.**

**08.02.19 ORAL HISTORY PROJECT**

Report was received and considered. There was a lot of positive interest in this project.

**RECOMMENDATION: Honorary Curator to be invited to the next meeting to give further information.**

**09.02.19 MUSEUMS ASSOCIATION STATEMENT ON NO DEAL BREXIT**

Report was received and considered.

**RECOMMENDATION: That this information be noted.**

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**10.02.19 MUSEUM VOLUNTEER JOB DESCRIPTION AND AGREEMENT**

Report was received and approved

**RECOMMENDATION: That the agreement and job descriptions be approved and the Museum and Heritage Manager issue these to volunteers.**

**11.02.19 DATE OF NEXT MEETING**

**Wednesday 10<sup>th</sup> April, at 7pm, in the Council Chamber.**

**TRUSTEES OF SANDWICH TOLL BRIDGE FUND - MUSEUM ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Trustees of Sandwich Toll Bridge Fund held on 25th February 2019

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
52	Training Highway (IT support - January, and squarespace renewal and February services)	£451.20	£0.00	£451.20
53	Sandwich Town Council (Purchase of 10 notebooks from Tourist Information Centre)	£70.00	£0.00	£70.00
54	Mr J Scollard (Reimbursement of volunteer travel expenses)	£36.00	£0.00	£36.00
55	Pettmans St Marys (1 x M Day Painting, 'The Old Barbican : Sandwich from the Quay' 1909)	£70.80	£0.00	£70.80
		<b>£628.00</b>	<b>£0.00</b>	<b>£628.00</b>