

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 15<sup>th</sup> April 2019 in the Council Chamber, Guildhall, Sandwich at 6:00pm**

**Present: Councillors: Cllr J Gisbey  
Cllr P Graeme  
Cllr JE Franklin  
Cllr D Friend**

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

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

**01.04.19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Liote, the Mayor, Cllr Daw and Cllr O'Donoghue. No apologies were received from Cllr Wood.

**02.04.19 DECLARATIONS OF INTEREST**

None were received

**03.04.19 MINUTES**

Minutes of the Museum and Archives Committee meeting, held on 19th February 2019 were received and agreed.

Cllr O'Donoghue had asked for an update on the website. The Museum and Heritage Manager updated that we were waiting for a report from Training Highways however it was part of the wider discussions involved with the Digital Strategy and would take place within the timeline outlined by that.

**04.04.19 ORAL HISTORY PROJECT**

John May, Honorary Curator gave an update on the Oral History Project and played a clip from the first completed interview. He thanked the committee for their support and Lynda Pearce from Dover Museum for the advice and loan of the recording equipment. The Committee thanked John for his time and efforts on the project.

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

The Committee received the written report from the Museum and Heritage Manager. Cllr Friend asked for an update on the inner door the Museum and Heritage Manager informed the committee that despite have four people into quote she had either not received quotes, or the builders said it would not be something they would do. The Museum and Heritage Manager advised that the visitor numbers would be up from last year's visitor numbers.

**RECOMMENDATION:**

**Project Manager to provide the Museum and Heritage Manager with an alternative builder for the inner door.**

- 06.04.19 HOODEN HORSE REQUEST**  
The committee received and considered the report on the request for the Museum to host a temporary exhibition during the Folk and Ale exhibition. Cllr Friend proposed to delegate authority to the Museum and Heritage Manager when she received an update from Cllr Gisbey after the Folk and Ale committee meeting.  
Amandajayne Hollobon-Baxter as HR manager wished it to be noted that she was concerned about the HR implications if the Museum and Heritage Manager was expected to work for the entire weekend due to the exhibition.  
**RECOMMENDATION: Cllr Gisbey to seek further information from Folk and Ale organisational committee.**  
**Museum and Heritage Manager to make the final decision in regard to the Hooden Horse exhibition when full information is known including the consideration of HR implications.**
- 07.04.19 WW1 HLF PROJECT**  
Report was received. Cllr Graeme highlighted the large amount of work put in by John Scollard and the sincere thanks that should be offered to John Scollard.  
**RECOMMENDATION: A letter of thanks to be sent to John Scollard from the committee as thanks for his efforts.**
- 08.04.19 POLICIES AND PROCEDURES**  
Collections Development Policy and Loans Policy were received and agreed.  
**RECOMMENDATION: For both policies to be approved.**
- 09.04.19 SUMMARY OF ACCOUNTS**  
Accounts were received and considered. Cllr Friend queried some of the allocation of costs, in particular, business cards for the Museum and Heritage Manager and the size of the admin costs for till roll etc. The HR Manager asked that any budget questions related to HR are first discussed by the HR Manager and HR Councillor  
**RECOMMENDATION: HR Manager and HR cllr to discuss the implications of training in the budget.**  
**Museum and Heritage Manager to query the admin costs with the Finance Officer**
- 10.04.19 MDA CODE**  
Report was received and considered.  
**RECOMMENDATION: That this information be noted.**
- 11.04.19 MUSEUM TILL**  
Report was received and approved. The Museum and Heritage Manager thanked the Project Manager for organising this for the museum.  
**RECOMMENDATION: That the information be noted**
- 12.04.19 COLLECTIONS MANAGEMENT SYSTEM**  
Report was received outlining the importance of a cataloguing system for the vital preservation of the collections and as recommended by the Arts Council in order to achieve accreditation. The Museum and Heritage Manager clarified

that the Imhof Fund is for the purchase of collections and the preservation of existing collections. Having a suitable CMS allows for the collections to be listed and their locations, condition and information to be in one easily accessible space and is therefore the solid foundation of collections care. The future annual support fee will be taken from the museum's general accounts. **RECOMMENDATION: That the Imhof Fund be used for the one-off initial purchase fee for the CMS in order to ensure good and proper collections care through the provision of a Collections Management System thus fulfilling one of the Imhof funds main purposes.**

13.04.19

**DATE OF NEXT MEETING**  
**TBA after Mayor Making, May 2019.**

DRAFT