

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 3<sup>rd</sup> March 2014 in the Council Chamber, Guildhall, Sandwich at 6.00pm.**

**Present:**                   **The Mayor (in the Chair)**  
                                  **Councillor     Bragg**  
                                  “             **Daw**  
                                  “             **Graeme**  
                                  “             **Mrs Laslett**  
                                  “             **Mrs Liote**  
                                  “             **Scollard**  
                                  “             **Scott**  
**Mr R Harlow**

**Officer Present:**       **Miss L Fidler**

**01.03.14       APOLOGIES FOR ABSENCE**

No apologies were necessary.

**02.03.14       DECLARATIONS OF INTEREST**

There were no declarations of interests.

**03.03.14       MINUTES**

The Minutes from the Meeting of the Museum/Archives Committee, held on 2nd December 2013, were received and noted. There were no matters arising therefrom.

**04.03.14       CURATOR'S REPORT**

The Honorary Curator, Mr R Harlow, provided the following information:

- There were 89 visitors to the archives in the last year, which was an increase on the previous year.
- There are currently 7 volunteers in the archives. Two very skilled archivists, Roy and Margaret, have unfortunately left due to moving away. But we've been joined by Mary Stewart, who has excellent experience and knowledge to contribute.
- The WWI display is progressing well and information cards relating to casualties have been produced, although there are still 5 names where details are now known.

*Cllr Bragg arrived at this stage in the meeting*

- Cataloguing continues at a good pace.
- The Mayor confirmed that the problem with birds getting stuck in the trunking in the archives will soon be fixed.

**05.03.14       MUSEUM/ARCHIVE WORKING GROUP**

Cllr Scollard and Cllr Mrs Laslett provided an update on the work being done by the group, which includes:

- Working with the curator on the WWI commemorations; a book of remembrance is planned that will be updated as 100 years is passed for each casualty. This project will depend on the HLF grant being successful.
- The Kent Messenger will provide headed paper for newspaper headlines from WWI to be recreated. And Malcolm Waite has given permission for these to be placed on the East Kent Passenger Shelter.

The Dover Museum and Arts Group grant application was not successful, it is not known whether DMAG will reconfigure their application and try again.

It was AGREED that Cllr Scollard will help draft an article for the Council's quarterly newsletter appealing for information from local residents about their family's history during WWI. This can be an ongoing inclusion in the newsletter. Cllr Bragg also suggested that looking at the Council's minutes from 1914-1918 may be interesting.

**06.03.14**

**MUSEUM VOLUNTEERS**

Members received a report from Miss L Fidler regarding souvenirs for the Museum. It was acknowledged that the Museum needs to have more souvenirs that are directly related to the museum, instead of the general items that come from the Tourist Information Centre, and more items that appeal to adults are required. It was AGREED that a stock check of the Museum's souvenirs will be undertaken; old stock can be recommended for disposal and new stock items will be identified.

**07.03.14**

**DATE AND TIME OF THE NEXT MEETING**

Monday 2<sup>nd</sup> June 2014, at 6pm, in the Council Chamber.

DRAFT