

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

Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 2nd June 2014 in the Council Chamber, Guildhall, Sandwich at 6.00pm.

Present: **The Mayor (in the Chair)**
 Councillor Bragg
 “ **Daw**
 “ **Mrs Laslett**
 “ **Mrs Lioté**
 “ **Mrs Russell**
 “ **Scollard**
 “ **Scott**
 Mr R Harlow (Hon. Curator)

Officer Present: Miss T Weir

01.06.14 APOLOGIES FOR ABSENCE

No apologies were received.

02.06.14 DECLARATIONS OF INTEREST

There were no declarations of interest.

03.06.14 MINUTES

The Minutes of the Meeting of the Museum / Archive Committee, held on Monday 3rd March 2014, were received. Under matters arising, Cllr Scollard raised the issue of a souvenirs stock check at 06.03.14: he said that he was not aware such an exercise had been undertaken as yet but it was needed as many of the existing souvenirs were old and declining in condition.

Cllr Mrs Lioté arrived at this point in the meeting.

RECOMMENDATION: That the Town Clerk organise a stock check of Museum souvenirs.

04.06.14 MUSEUM & ARCHIVES WORKING GROUP

NB that this item was originally no.5 on the agenda, but was brought forward as the Hon. Curator was late.

Cllr Scollard informed members that it was uncertain yet whether the Museum would receive any money from the Heritage Lottery Fund (HLF); the application was for £4.5K over the next 4-5 years. Updates would be available after 30th June. The Honorary Curator has finished work on a panel for the Museum and has also produced a book about WWI servicemen associated with Sandwich.

Mr Harlow, Hon. Curator arrived at this point in the meeting.

The Museum has been offered models of a WWI tank and of the Cenotaph, which could be a useful cornerpiece for the WWI display. Cllr Scollard said that he would contact the potential donor and accept on the Museum's behalf. The first significant centenary date will be 28th June, the hundredth anniversary of the assassination of Archduke Franz Ferdinand in Sarajevo. It is still hoped that the East Kent Mercury may offer poster-sized reproductions of front pages to display in the Museum and at the Quay.

05.06.14 REPORT FROM HONORARY CURATOR

NB that this item was originally no.4 on the agenda, but was moved back as the Hon. Curator was late.

Mr Harlow updated the Committee about the DMAG / DAD “Codename: Joined Up” project. He had not been to some of the initial meetings but Cllr Mrs Laslett had been to some, including one about the bunting project. The “Codename: Joined Up” organisers were looking to each participant Museum to provide “champions” for certain elements of the project. Mr Harlow said that he could volunteer to act as the Guildhall Museum’s collections and digital champion. “Codename: Joined Up” will involve professional artists creating artwork, which will form part of the museum’s digital presence, based on a collection piece from each participant museum. (Cllr Mrs Laslett contributed information at this point about the bunting project: the idea is that this should be community-led, with input from the artists, local individuals and groups will be given ideas, fabrics etc. for workshops to create bunting that reflects personal / family or community experiences of WWI. This bunting will be used in 2018 as a focal point for celebrating the centenary of the War’s end).

Mr Harlow pointed out that funding for the “Codename: Joined Up” project is dependent on all museums in the district participating. There was some discussion regarding the role of the Working Group in the Guildhall Museum’s participation, but Cllr Scollard and Cllr Mrs Laslett pointed out that the Group had originally been formed for another purpose. Cllr Mrs Laslett said that she had already made tentative enquiries with the WI and the Library craft group who would be willing to participate in the project but needed more information about what will be involved. The original idea was to have workshops in participating museums, but the practicalities need to be examined.

The next meeting of the DMAG / DAD “Codename: Joined Up” project group will be on 12th June.

RECOMMENDATION: That the Working Group should take forward the Museum’s involvement in the Artists and Bunting elements of the “Codename: Joined Up” project, with input from the Trustees as required.

See also the recommendations under 07.06.14 below.

06.06.14 MUSEUM ACCREDITATION

Members considered whether the Guildhall Museum should seek accredited status again in 2014/15 whether to nominate a Trustee / Trustees to be responsible for leading this project, or whether it would be necessary to hire a contractor to take it forward. Mr Harlow indicated that much of the paperwork from last year could simply be updated this year and that he was willing to lead on the ‘practical’ plans, around conservation for example, but that it was not appropriate for him to lead on the Museum Forward Plan. Since this would involve financial planning, it should be led by the Trustees. Cllr Mrs Laslett added that Sarah Corn (Museum Development Officer for Kent & Medway - SE Museum Development Programme) and her colleagues would be willing to lend assistance but that they too felt it would not be appropriate for the Honorary Curator to lead the Forward Plan. It was felt that accreditation should be sought again in order to facilitate any future bids for funding.

RECOMMENDATIONS:

i) That the Sandwich Guildhall Museum should seek accreditation again this year

ii) That the Trustees of Sandwich Toll Bridge Fund, at their next meeting, should nominate a Trustee to take forward the Museum Forward Plan.

07.06.14 DMAG / DAD WWI COMMEMORATION PROJECT (“CODENAME: JOINED UP”)

Members considered whether the Guildhall Museum & Archives should support this project; also, whether the Guildhall Museum & Archives should participate and which Trustee / Trustees should be responsible for leading the Museum & Archives’ participation in the project and liaising with DMAG / DAD in this respect. Much of this material was covered under item 05.06.14 above. The following recommendations were to be taken forward immediately for approval by the Toll Bridge Fund Trustees at their meeting later on 2nd June.

RECOMMENDATIONS:

i) That the following text be sent to the project co-ordinators by the Clerk to the Trustees, in the name of the Toll Bridge Fund Trustees:

“I can confirm on behalf of the Sandwich Toll Bridge Fund Trustees, as Trustees of the Sandwich Guildhall Museum, that the Museum and Trustees are committed to the project and that our venues will be provided as scheduled in the DMAG WW1 project”.

ii) That Ray Harlow, Honorary Curator, be confirmed as the Museum’s member of the project Steering Group and also as its Collections Champion and Digital Champion.

iii) That Trustee Mrs Sue Laslett be confirmed as the Museum’s Artists Champion and Bunting Champion and that the Museum Working Group be involved in taking forward these projects locally.

See also the recommendation at 05.06.14 above.

08.06.14 DATE OF NEXT MEETING

The date of the next meeting remained to be confirmed by the Toll Bridge Fund Trustees at their meeting later on 2nd June.

Signed: _____ **Date:** _____