

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

Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 13th October 2014 in the Council Chamber, Guildhall, Sandwich at 7.00pm.

Present: **The Mayor (in the Chair)**
 Councillor Mrs Russell
 Councillor Scollard

Officer Present: **Miss T Weir**

06.10.14 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs Dunay (ill health), Cllr Mrs Laslett (ill health), Cllr Trussler (family commitment) and Mr Harlow (prior personal engagement).

07.10.14 DECLARATIONS OF INTEREST

There were no declarations of interest.

08.10.14 MINUTES

The Minutes of the Meeting of the Museum / Archive Committee, held on Monday 21st July 2014, were considered. There were no matters arising.

09.10.14 REPORT FROM HONORARY CURATOR

The Committee received a report from the Honorary Curator, Mr Ray Harlow, through the officer present. Mr Harlow informed the Committee that a model of the brig *Lucy*, built at Sandwich, would be delivered to the Guildhall the next day, having been kindly donated by the Will of the late Mr Hall.

10.10.14 UPDATE ON PROGRESS: ACCREDITATION AND THE FORWARD PLAN

The Committee received and noted a report by the Assistant Town Clerk / Mayor's Secretary on progress regarding accreditation and development of the Forward Plan. It was furthermore noted that the next meeting of the Forward Plan Working Group would take place at 6pm on 16th October.

11.10.14 DMAG / DAD WWI COMMEMORATION PROJECT ("CODENAME: JOINED UP")

Through the officer present, Mr Harlow (as Collections Champion & Digital Champion) stated that there had been no meetings regarding this project since the last Committee meeting. Cllr Scollard informed the Committee that the project group would be meeting at the Guildhall on 29th October to discuss souvenirs. DMAG have engaged some artists to visit museums and create artworks inspired by their WWI collections. Two will be visiting the Guildhall to do needlework (bannerwork) and sketching next March, there is a hope they may use the Meeting Room and link in with the stitch & sew group that meets in the Library.

12.10.14 SCREEN SOUTH KENT IN WWI PROJECT

Cllr Scollard updated the Committee regarding this project. He felt that it may offer an interesting opportunity to put WWI cinefilms of Sandwich together, possibly involving Sandwich Technology School, and show them locally.

RECOMMENDATION: That Cllr Scollard contact Screen South in the New Year and discuss how the Guildhall Museum & Archive could work with them to mutual benefit.

13.10.14 MUSEUM / ARCHIVE VOLUNTEER CONTRACTS

The Committee considered a report by the Assistant Town Clerk / Mayor's Secretary regarding a proposed amendment to the Museum / Archive Volunteer Contracts. There was some discussion about the need for a panic button in the Museum after a recent incident.

RECOMMENDATION: (i) That clause 1.3.1 of the Museum / Archive volunteer contract be amended as follows: that volunteers be asked to "comply with the requirements of this contract and with the remit of your role as laid out in the Museum / Archive volunteer job description".

(ii) That Cllr Scollard include notification of this change in his next monthly update letter to volunteers and ask them to contact him if they have any questions or concerns.

(iii) That the Town Clerk urgently bring forward installation of a panic button in the Museum.

14.10.14 FINANCE

The statement of accounts as at 30th September 2014 was received and considered. Cllr Scollard requested that in future the WWI Heritage Lottery Fund grant be separated from the main 'income' heading as he felt that this gave an incorrect impression of the Museum's profits.

RECOMMENDATION: That the WWI Heritage Lottery Fund grant (and expenditure against it) be shown separately to the main balance.

15.10.14 DATE OF NEXT MEETING

The next meeting of the Committee will take place on Monday 19th January 2015, 7:00pm, in the Council Chamber, Guildhall.