

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee
on Monday 13th April 2015 in the Mayor's Parlour, Guildhall, Sandwich at 7:00pm**

Present: **The Mayor (in the Chair)**
 Cllr Mrs P Russell
 Cllr JP Scollard
 Cllr DMA Wood

Guest: **Mary Stewart (on behalf of the Hon. Curator, Mr Ray Harlow)**

Officer Present: **Miss T. Weir**

01.04.15 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs Dunay (on holiday), Cllr Mrs Laslett (ill health), Cllr Mrs Lioté (personal commitment), Cllr Trussler (medical reasons) and Mr Harlow (prior engagement). No apologies were received from Lili Rasmussen.

02.04.15 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

03.04.15 **MINUTES**

The Committee received the minutes of the Meeting of the Museum / Archive Committee held on 19th January 2015.

Under minute 08.01.15, *Sandwich's 'Unrecognised' Mayor – Commemoration of William Bradley*, Miss T. Weir verbally updated the Committee that the Hon. Curator had undertaken further research in this respect and that the Town Clerk was arranging for Julia Baxter, calligrapher, to add Mr Bradley's name alongside those of the Mayors already shown for 1880/81 and 1881/82.

Under minute 05.01.15, *Update on Progress: Accreditation and the Forward Plan*, Cllr Mrs Russell (noting that public participation is a feature of the new Forward Plan) updated the Committee about a meeting she had recently attended with representatives of the East Kent Mercury, Discovery Park and Pillory Barn creative agency, to discuss a campaign to raise public support for bringing the Sandwich Magna Carta back permanently to the town. She showed the Committee a graphic sent through by Emily Stott of the East Kent Mercury which it was proposed could be used to promote the campaign.

RECOMMENDATION: That the graphic proposed for use by the East Kent Mercury is considered a good idea in principle but should be brought to the next meeting of the Trustee of Sandwich Toll Bridge Fund for consideration.

04.04.15 DMAG/DAD COMMEMORATION PROJECT (“CODENAME: JOINED UP”) UPDATE

The Committee received a verbal update from Cllr Scollard regarding this project. A DMAG/DAD meeting was recently held in Dover Discovery Centre, at which the museums and artists involved in the project gave updates. Artists have been engaged to undertake sketching, bunting and other artistic work in each of the DMAG museums. At the end of the project period all bunting will be given to the museums involved. It has not yet been confirmed when artists will next be coming to Sandwich, two wish to return and carry out drawings. Ideas being floated include beermats with sketches on one side and the name of the local museum on the other, which museums can hand out as mementoes. A discussion followed regarding publicity for the project, it was suggested that it could be publicised via local newspapers and the Town Council newsletter. Cllr Scollard noted that there was a proposal to keep DMAG going to maintain links between museums even after the project has finished.

RECOMMENDATION: That Cllr Scollard approach the chair of DMAG and Emily Stott (East Kent Mercury) with a view to a press campaign to publicise “Codename: Joined Up”.

05.04.15 FINANCE

The Committee received the Museum accounts as at 31st March 2015 (end of financial year 2014/15). It was noted that these accounts were as yet unaudited.

RECOMMENDATION: That the Museum accounts as at 31st March 2015 (end of financial year 2014/15), as yet unaudited, be noted.

06.04.15 SCALE OF CHARGES – SANDWICH GUILDHALL ARCHIVE

The Committee received a report from Miss T. Weir regarding charges for research and reprographic services at the Guildhall Archive. Mary Stewart, attending on behalf of the Hon. Curator, stated that the Archives are currently in a transitional period – for example, photos of artefacts and documents are being posted online, once online they may be printed off with no charge.

RECOMMENDATION: That the Honorary Curator be asked to look at these charges with two Archive volunteers and bring proposals back to the next meeting of the Museum / Archive Committee (20th July 2015).

Mary Stewart here tabled a report by the Hon. Curator, particularly raising the issue of storage of the Sandwich Magna Carta and temperature variations in the Guildhall strong room. The report was noted for information.

07.04.15 MUSEUM ADMISSION PRICES

The Committee considered Museum admission prices, which at the date of meeting stood at adults £1, pensioner/child 50p, family £2 – open for groups by admission, museum entrance free with Guildhall tours. Cllr Scollard noted that there was sometimes opposition from the public to paying at all and that though he felt prices were at the correct level for now, they would need reviewing if there were significant improvements at the Museum. Committee members agreed that this would be particularly so once the Magna Carta returns to the town.

At the same time, Cllr Scollard noted that sales of Sandwich mugs in the Museum are stagnating and suggested the price should be reduced.

RECOMMENDATIONS: (i) That the current Museum entrance pricing structure should be maintained until further notice (i.e. adults £1, pensioner/child 50p, family £2 – open for groups by admission, museum entrance free with Guildhall tours).

(ii) That the price of Sandwich mugs should be reduced to £3 per mug and that Cllr Scollard should approach The Sandwich Shop asking if they would be interested in purchasing mugs to use in the Shop and/or in selling mugs at the Shop.

08.04.15

DATE OF NEXT MEETING

Monday 20th July 2015, at 6:00pm.

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