

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee
on Monday 18th July 2016 in the Council Chamber, Guildhall, Sandwich at 6:00pm**

**Present: Councillors: The Mayor, Cllr Paul Graeme (in the Chair)
Cllr JE Franklin
Cllr JEM Gisbey
Cllr Ms L O'Donoghue
Cllr CL Trim
Ms Linda Elliot, Honorary Curator
Mr John Scollard, Museum Volunteer Manager**

Officer: Ms T. Weir

01.07.16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Dunay (due to a personal commitment) and Cllr Mrs Lioté (due to a family commitment). No apologies were received from Cllr Wood.

02.07.16 DECLARATIONS OF INTEREST

None were received.

03.07.16 MINUTES

The Committee received the minutes of the meeting of 18th April 2016 and there were no matters arising not already covered elsewhere on the agenda.

04.07.16 HONORARY CURATOR'S UPDATE

The Committee received a written update from the Honorary Curator, Ms Linda Elliott (copy attached to these minutes), including information regarding funding applications; a joint working project with Royal Holloway, *Citizens: 800 years in the making*; the display cases for the Magna Carta and Charter of the Forest; the Cinque Ports film/dvd; free admission and the donation box; Museum access and the new Museum blog. Ms Elliott was thanked for a full report.

RECOMMENDATIONS: (i) That two climate control units for the Magna Carta and Charter of the Forest display cases are ordered now for delivery by mid-August and that these are funded by the Imhof monies.

(ii) That a small advert is placed in one national and one local paper asking for any claimants to the copyright of the Cinque Port/Dustcart film to come forward with details of their claim and that the Haven Café be informed that Sandwich Toll Bridge Fund owns the master copy of the film, claims copyright and requests that they stop all sales of the DVD and destroy all stock.

(iii) That the Museum footfall increase and projection of annual visitor numbers of 10,000 should be forwarded to Rummey Design consultants to be taken into account in their plans to address traffic issues in Sandwich.

(iv) That the Town Clerk liaise with Martin Leggatt and Barry Finch (DDC) so that the seat and rubbish bin currently blocking the clear view

and walkway to the Museum door are relocated forward of their present position. Consideration should also be given to the installation of bollards to ensure that access cannot be blocked. A watching brief should be kept regarding blocking of the walkway: the Town Clerk should also contact Steve Laslett regarding the ice cream cart and should liaise with him and with Steve Kirkaldie regarding access during the Thursday and Saturday markets.

05.07.16 MUSEUM VOLUNTEER MANAGER'S UPDATE

Mr John Scollard, Museum Volunteer Manager, gave a verbal update to the Committee. He informed the Committee that opening was running well, including lunchtime opening which had contributed very positively to visitor figures. Positive reviews of the Museum had been posted on Trip Advisor – Mr Scollard responded to these comments and also displayed printed copies in the Museum for volunteers to see. He requested clarification as to whether postcards being sold in the Museum should cost 30p or 60p.

RECOMMENDATION: That the Honorary Curator clarify whether postcards being sold in the Museum should cost 30p or 60p.

06.07.16 VISITOR STATISTICS & DONATIONS

The Committee received information regarding visitor numbers since free entry to the Museum was introduced. It was noted that free entry had had a very positive impact on numbers and, although donations figures were not yet confirmed, indications were that they had exceeded income by entrance fee in the same period last year. It was also noted that based only on current visitor figures (before a possible refurbishment and relaunch of the Museum), numbers in the order of 7,500 may be expected before the end of the year as compared to an annual average of c) 1,500 in previous years. The Honorary Curator also pointed out that Kate Measures (<http://greedysquirrel.co.uk/>) had stated that once the Museum had been refurbished and relaunched, double the current visitor figures could be anticipated.

RECOMMENDATION: That this information be noted.

07.07.16 BATTLE OF SANDWICH 800 (1217 – 2017)

The Committee received a verbal update from Cllr Ms O'Donoghue regarding proposed commemorative activities for the 800th anniversary of the Battle of Sandwich (24th August 1217). Cllr Ms O'Donoghue stated that it was envisaged the commemoration would take place at the same time as the 2017 Sandwich Festival – activities related to the commemoration would be co-ordinated by Cllr Gisbey under the overall aegis of Steve Laslett (Sandwich Festival co-ordinator) so as to complement the Festival rather than clashing with it. It was hoped to hold a meeting of all local heritage groups in September 2016 to discuss ideas for commemorative activities, and Cllr Gisbey added that there may be opportunities for the Library Guild, the Carnival court and Kent Early Music (Bruce Jamson) to get involved. It was noted that local schools should certainly be involved but also that the Museum would need a volunteer Schools Co-ordinator to enable this to happen effectively. Cllr Gisbey was also encouraged to contact *The Matthew of Bristol Trust* to enquire whether the Matthew might be able to visit Sandwich. The focus of all activities would be an exhibition, curated by Linda Elliott

with assistance from Cllr Ms O'Donoghue, who added that there would be significant costs associated with putting on the exhibition but that a possible source of funding had been identified.

RECOMMENDATION: That an update report regarding proposed commemorative activities for the 800th anniversary of the Battle of Sandwich be brought to the next Committee meeting.

08.07.16

DATE OF NEXT MEETING

Monday 17th October 2016, at 6pm, in the Council Chamber.

DRAFT