

05.10.17 MUSEUM VOLUNTEER MANAGER'S UPDATE

Mr John Scollard, Museum Volunteer Manager, gave a verbal update to the Committee. The position and fitting of the Museum donations box is to be reviewed, as it is considered to be too flimsy and in a position vulnerable to theft. Kevin Cook is to be contacted regarding the operation of the panic alarm in the Museum. Heating in the Museum may also be a problem during the colder months and a solution to this is to be investigated. Cllr Wood enquired as to whether museum volunteers need to be DBS checked. Mrs Mady Outen explained that there is no requirement for volunteers to be DBS checked unless they were spending a considerable length of time on their own with children. This situation does not occur as adults (teachers, group leaders) are normally present. However, safeguarding training is being investigated, as this is a good idea.

06.10.17 OPERATION OF THE ARCHIVES

The Committee received a verbal update from Mrs Mady Outen, Heritage Development Officer, regarding the immediate future of the Archives. As we are currently without an Archives Curator, it would be in the best interest of the Archives to shut temporarily until this situation is rectified. The volunteers would be encouraged to work shifts in the Museum instead. Mr John May added that the Archives need stability and someone experienced should be appointed to take responsibility.

RECOMMENDATION: That the Archives are closed until further notice and volunteers should be temporarily redeployed in the Museum until funding can be found for a professional member of staff.

07.10.17 FINANCE

The Committee received the Museum budgets as at 30/09/17 and a 2016/2017 comparison of Museum donations received. Mr John May explained that they would like to create budgets for 2018/19. Karen Palmer added that it would not be possible to finalise the budgets until the 2017/18 outturn was known.

08.10.17 DOCUMENT IMAGE USE

The Committee received an email enquiry from Rob Illingworth, Community History Officer, Kent County Libraries, Registration and Archives regarding use of a document from the Sandwich Archives. The Committee approved use of this image on 'The Missing Princes Project' website.

09.10.17 DATE OF NEXT MEETING

Monday 8th January 2017, at 6pm, in the Council Chamber.