

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

Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Wednesday 10th October 2018 in the Council Chamber, Guildhall, Sandwich at 7:00pm

**Present: Councillors: The Mayor, Cllr Veronica Lioté (in the Chair)
Cllr J Gisbey
Cllr L O'Donoghue
Cllr JE Franklin
Cllr D Friend**

**Mr John May, Honorary Curator of the Museum
Ms Amandajayne Hollobon-Baxter, Project Manager**

Officer: Miss M Beardmore, Museum and Heritage Manager

08.10.18 APOLOGIES FOR ABSENCE

No apologies were received

09.10.18 DECLARATIONS OF INTEREST

None were received.

10.10.18 MINUTES

Minutes of the Museum and Archives Committee meeting, held on 11th July 2018 were received and agreed.

11.10.18 HONORARY CURATOR'S UPDATE

The Committee received the written report from the Honorary Curator. Cllr O'Donoghue thanked John May for all of his hard work, she also queried the timetable for dressing up costumes and lighting for exhibition space. Madylene Beardmore clarified that the costumes would be looked into with budgets for 2019 and that the lighting will now be delayed due to the TIC/VIC move. Cllr Franklin asked if the television screen at the entrance of the museum could be moved as it was in an awkward position. Madylene Beardmore informed him that this would not be possible and wasn't something that was being looked into at this stage but it would be considered for the future.

The website will be an Autumn/Winter project. Cllr Friend offered to provide someone to assist.

Cllr O'Donoghue asked if there could be some press released in regards to the Arts Society project.

RECOMMENDATION: Madylene Beardmore to create press release for the Art Society project. Cllr Friend to help move the website project forward.

12.10.18 MUSEUM AND HERITAGE MANAGER'S REPORT

The Committee received the written report from the Museum and Heritage Manager. Cllr Friend thanked Madylene Beardmore and Amandajayne Hollobon-Baxter for the resubmission of the HLF bid. He also informed the committee that there would be a funding fair on 1/12/2018 at Discovery Park.

Cllr Graeme commented that he felt the museum was vibrant and transformed and wanted it noted that he congratulated the museum team.

RECOMMENDATION: For Madylene Beardmore to attend funding fair in December.

13.10.18 WHEELS OF TIME SCHEME

The committee received and considered the Wheels of Time report. John May stated he is concerned about the workload on volunteers. The overall consensus was that joining the scheme and encouraging children to visit was an opportunity that couldn't be missed. Cllr Graeme asked if it could be deferred for a year but was informed that this was already a deferral from last year.

RECOMMENDATION: For the museum to join the Wheels of Time Scheme.

14.10.18 BATTLE OF SOLE BAY

Cllr Friend suggested that the title should be left to Museum and Heritage Manager to decide with knowledge. Cllr Graeme suggested Artists Impression of Battle of Sole Bay by Unknown Artist.

RECOMMENDATION: Museum and Heritage Manager to suggest and implement new name.

15.10.18 SUMMARY OF ACCOUNTS

Accounts were received. Cllr O'Donoghue asked if it could be considered which books are and aren't stocked. Cllr Friend asked if the Museum and Heritage Manager had spending powers. It was suggested her spending powers are £1,000. This had been previously agreed but the debit card has a limit of £500.

RECOMMENDATION: For the Museum and Heritage Manager to have spending powers of £1,000 and for the debit card to be changed to match this. For book stock to be considered and amended where necessary going forward.

16.10.18 KITCHENER COMMEMORATIVE PLAQUE

Report was received and considered. There was some concern about whether this was an appropriate plaque and that it may be defaced.

RECOMMENDATION: For the committee to support the idea of a commemorative plaque or sculpture in principle and to suggest a representative to input into the process of design.

17.10.18 FIRE APPLIANCES CONTRACT

Report was received and considered.

RECOMMENDATION: For the suggested amendments to be made: to make the main contact the Museum and Heritage Manager, to clarify the amount of use of the fire appliances and the procedures for this and to amend the length of the loan to 3-5 yearly reviews.

18.10.18 DATE OF NEXT MEETING

Wednesday 9th January, at 7pm, in the Council Chamber.