

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

Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Wednesday 11th September 2019 in the Council Chamber, Guildhall, Sandwich at 7:00pm

**Present: Councillors: The Deputy Mayor, Cllr MJ Holloway (in the Chair)
Cllr Broun
Cllr Fox
Cllr Friend
Cllr Graeme
Cllr Sampson**

Ms Amandajayne Hollobon-Baxter, Project/HR Manager

Officer: Miss M Beardmore, Museum and Heritage Manager

01.09.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Wood. No apologies were received from Cllr Franklin (The Mayor).

02.09.19 DECLARATIONS OF INTEREST

None

03.09.19 MINUTES

Minutes of the Museum and Archives Committee meeting, held on 15th April 2019 were received and there were no matters arising therefrom.

04.09.19 MUSEUM AND HERITAGE MANAGER'S REPORT

The Committee received written report from the Museum and Heritage Manager. The Museum and Heritage Manager further updated that there had been the accession of a tin from a Kitchener Camp refugee. Also that the costings for the Archives services had been updated.

RECOMMENDATION: Cllrs received and noted.

For future reports to include a comparison of income between current year and previous year.

05.09.19 UPDATE ON MUSEUM VOLUNTEER CO-ORDINATOR

The committee received and considered a written report from the Museum and Heritage Manager. It was suggested that the letter of thanks should be sent

RECOMMENDATION: Museum and Heritage Manager to draft a letter for Mr Mayor to sign.

06.09.19 LOAN FROM NATIONAL MUSEUM, LIVERPOOL.

The committee received and considered a written report from the Museum and Heritage Manager, Miss M Beardmore further updated that the project would cost approx. £13,000 and the application for the grant from the Weston Loan

Programme was about £11,000. Replies from the Weston Loan Fund would be w/c 21st October.

RECOMMENDATION: Cllrs received and noted.

07.09.19 VOLUNTEER REPRESENTATIVE

The committee received and considered a written report from the Museum and Heritage Manager. It was suggested by Cllr D Friend that this should be put into place and the role should report to the Museum and Heritage Manager not directly to council.

RECOMMENDATION: Museum and Heritage Manager to write a role responsibility document and implement this role.

08.09.19 SUMMARY OF ACCOUNTS

Accounts were received. Cllr Holloway queried the budget heading 'Operational Costs' the Museum and Heritage Manager informed the committee that this heading covers many things and next financial year will be broken into clearer subsections.

RECOMMENDATION: Museum and Heritage Manager to update budget headings with more detail for 2020/2021.

09.09.19 DATE OF NEXT MEETING

Wednesday 11th December, in the Council Chamber. (time tbc)

Minutes	Action	Member/ Officer to complete	Update/record of completion
04.09.19	For future reports to include a comparison of income between current year and previous year.	MB	
05.09.19	Museum and Heritage Manager to draft a letter for Mr Mayor to sign to Thank John Scollard for his role as Volunteer Co-Ordinator.	MB	
07.09.19	Museum and Heritage Manager to write a role responsibility document and implement this role.	MB	
08.09.19	Museum and Heritage Manager to update budget headings with more detail for 2020/2021	MB	