

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

Minutes of an extraordinary meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Tuesday 8th October 2019 in the Council Chamber, Guildhall, Sandwich at 5:00pm

Present: Councillors: The Mayor, Cllr Jeff Franklin (in the Chair)

**Cllr Fox
Cllr Friend
Cllr Graeme
Cllr Sampson**

**Ms Amandajayne Hollobon-Baxter, Project/HR
Manager**

Officer: Miss M Beardmore, Museum and Heritage Manager

01.10.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Broun and Ms L O'Donoghue. Apologies were received after the meeting from Cllr Holloway.

02.10.19 DECLARATIONS OF INTEREST

None

03.10.19 CONFIDENTIAL ITEM

HR Manager gave a verbal update about the Curator role.

RECCOMENDATION: Mayor and Cllrs to contribute to a thank you gift for Museum's Curator to mark his resignation.

04.10.19 MUSEUM INTERNSHIP OPPORTUNITY

The Committee received written report from the Museum and Heritage Manager about the opportunity for an internship to fulfil the role of Exhibitions Assistant. A funding application is awaiting reply and there is guaranteed funding of £1,500 however if the application is unsuccessful Miss Beardmore asked if Committee could recommend Sandwich Toll Bridge Fund and the Museum co-funding the remainder of the costs.

RECOMMENDATION:

- i) Council support the proposal of this internship**
- ii) Museum and Heritage Manager can use £1,500 of museum funds if the Arts Society loan is unsuccessful**
- iii) Sandwich Toll Bridge Fund assist with £1,500 to support this internship if the Arts Society loan is unsuccessful.**

05.10.19 DATE OF NEXT MEETING

Wednesday 11th December 2019, in the Council Chamber. (Time tbc)

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