

20th February 2013

At a meeting of the Museum/Archive Committee of Sandwich Toll Bridge Fund held this day present: -

Councillor Watts (in the Chair)

Councillor Bragg

“ Daw

“ Mrs Laslett

“ Mrs Liote

“ Scollard

“ Scott

Mr R. Harlow, Curator, was also present

1. Apologies were received and accepted from Councillor Graeme.
2. No declarations of interest were received.
3. A report from the Curator was received, considered and noted. A copy of which is attached to the official minutes.
4. The Committee received and considered the following documents:
 - ‘Forward Planning for Guildhall Museum’ Minutes
 - Trustee Briefing document for Accreditation
 - Organisational structure diagram
 - Example workforce roles and responsibilities
 - Example ToR for Management Committee
 - Sample Trustee Role Description
 - Curator Job Description (from East Grinstead Museum)It was RESOLVED to RECOMMEND that a working party be formed in May to look at the strategic and operational planning of the Museum, the group will consist of:
 - Cllr Mrs Laslett
 - Cllr Scollard
 - Cllr Watts
 - 2 x Museum VolunteersThis group will work with the Curator to draw up and implement the museum Forward Plan for the coming years; the initial focus for the group will be to look at how to involve the schools with the Museum. Cllr Scollard will identify the two museum volunteers when the Museum re-opens in April.
5. Information on the ‘New Kent & Medway Museum Development Micro-Consultancy Programme’ was received and considered. It was AGREED to pass this information onto the new working group (as per Item 4) for further consideration.
6. An email from Laura Sandys office re. World War I Centenary Commemorations was considered. It was AGREED that the Chairman will contact the Imperial War Museum to find out if there is an overarching programme of events that we can

contribute towards, instead of trying to do something adhoc. It is likely that the interest in this area will not arise until 1916/17, when the roll of Richborough Port became significant. The Curator suggested that the temporary museum display could easily be focused on this event and we have a digital copy of the original Roll of Honour Book if required, the Town Clerk's office will contact the KM Mercury to find out what their celebration plans are and if the Roll of Honour may be of interest to them.

7. The prospect of loans to/from the Museum was considered. The Curator confirmed that as an accredited museum a loans policy would need to be in place if loans were to be given/received. It was AGREED that any loans would be considered on merit at the time of the proposal and the new working group (as per Item 4) will consider the necessary policy and procedures.
8. Information about the Whitefriars Seal was considered. It was RESOLVED to RECOMMEND that Dr Clark and an expert from the British Museum be allowed to take and examine this item away from the Guildhall, the Curator should take whatever actions necessary to investigate the matter.