

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 2<sup>nd</sup> December 2013 in the Council Chamber, Guildhall, Sandwich at 6.00pm.**

**Present:**                   **The Deputy Mayor (in the Chair)**  
                                  **Councillor Mrs Laslett**  
                                  **“ Mrs Liote**  
                                  **Mr R Harlow**

**Officer Present:**       **Miss L Fidler**

**01.12.13       APOLOGIES FOR ABSENCE**  
Apologies were received from The Mayor, Councillors Bragg, Daw, Scollard and Scott.

**02.12.13       DECLARATIONS OF INTEREST**  
There were no declarations of interests.

**03.12.13.       MINUTES**  
The Minutes from the Meeting of the Museum/Archives Committee, held on 2nd September 2013, were received and noted. There were no matters arising therefrom.

**04.12.13       CURATOR'S REPORT**  
A progress report from the Honorary Curator, Mr R Harlow, was provided. The archivists have been doing extensive research into the local residents who were casualties of war between 1914-1918. Mr Harlow also provided details of the temporary display plan for commemorating WWI, the first stage of which will be ready for Spring 2014, a rolling programme is planned to maintain interest over the four years.  
There are no plans for events involving the local community. Cllr Mrs Laslett explained that the Dover Museum & Arts Group (DMAG) hope to receive a Lottery Heritage Grant to use engaging the local community on commemorative events, the status of this application is not currently known.

**05.12.13       MUSEUM/ARCHIVE WORKING GROUP**  
Members considered the following documents:  
**(i)**       In the absence of Cllr Scollard the Clerk provided an update regarding a Lottery Heritage Fund grant that had been proposed:  
**RECOMMENDATIONS:**  
**1. Cllr Scollard will continue to prepare the grant application paperwork, which will go before the Trustees for approval.**  
**2. Research into the cost of a Roll of Honour Book / sellable publication will be undertaken to ascertain costs.**  
**(ii)** Members considered the draft Terms of Reference for the Working Party; a copy of which are attached to the official minutes.  
**RECOMMENDATION:**  
**That this document be approved by the Trustees of STBF.**

**06.12.13.       DATE AND TIME OF THE NEXT MEETING**  
Monday 3<sup>rd</sup> March 2014, at 6pm, in the Council Chamber.