

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

Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee on Monday 21st July 2014 in the Council Chamber, Guildhall, Sandwich at 7.00pm.

Present: **The Mayor (in the Chair)**
 Councillor Mrs Laslett
 " **Scollard**
 " **Trussler**
 Mr R Harlow (Hon. Curator)

Officer Present: Miss L Fidler

- 07.07.14 APOLOGIES FOR ABSENCE**
Apologies were received and accepted from Cllrs Mrs Dunay, Mrs Liote, Mrs Russell and Wood.
- 08.07.14 DECLARATIONS OF INTEREST**
There were no declarations of interest.
- 09.06.14 MINUTES**
The Minutes of the Meeting of the Museum / Archive Committee, held on Monday 2nd June 2014, were received. Under matters arising, Cllr Scollard confirmed that the offer of models of a WWI tank and of the Cenotaph was no longer available (item 04.06.14).
- 10.07.14 REPORT FROM HONORARY CURATOR**
The Honorary Curator, Mr Ray Harlow, provided a report on work being undertaken in the Museum and Archives, a copy of which is attached to the official minutes. It was queried whether records have been obtained for those that lost their lives due to wounds received in WWI but died after the war finished. Mr Harlow confirmed that he has some records for those who died after the war but not all, local residents can always let him know if their ancestors should be included, the names of these casualties can be added to the book of commemoration in 2019 (once the casualties from 1919 have been recorded).
- 11.07.14 MUSEUM & ARCHIVES WORKING GROUP**
Members received a verbal and written update from the Museum & Archives Working Group, a copy of which is attached to the official minutes.
RECOMMENDATIONS:
(i) Permission be given to the Museum & Archives Working Group to purchase the items listed in the proposed plan (using the Lottery Heritage Grant of £4,100). See item 14.07.14
(ii) Cllr Scollard to be formally thanked for his enterprise and endeavour in obtaining the lottery grant on behalf of the museum.
- 12.07.14 MUSEUM ACCREDITATION & FORWARD PLAN**
At item 06.06.14 of the minutes of 2nd June 2014 that the Committee recommended that the Toll Bridge Fund Trustees should appoint a Trustee to lead on the Museum Forward Plan. At their meeting on 30th June, Trustees appointed Cllr Scollard (in

his absence) to be responsible for this, however due to his already extensive involvement with Museum activities Cllr Scollard is not able to undertake this role. The Committee considered whether another Trustee (or Trustees) could undertake this role and if so who this would be. Cllr Mrs Laslett explained that all other museums in the district are accredited and it should be viewed as part and parcel of the Guildhall. It would also be very disappointing if all the hard work to achieve accreditation in the first place was abandoned. It has been made clear by our museum mentors that the Trustees must take a lead on forward planning - whether to obtain accreditation or not.

RECOMMENDATION: An appeal will be put before the Trustees at the meeting on the 28th July for volunteers. The paperwork for accreditation needs to be completed in October.

13.07.14 DMAG / DAD WWI COMMEMORATION PROJECT (“CODENAME: JOINED UP”)

(i) Members received a verbal update, as necessary, from the Collections Champion & Digital Champion (Mr Harlow) and the Artists’ Champion & Bunting Champion (Cllr Mrs Laslett); and considered whether updates from these Champions should form a standing item on future Committee meeting agendas. Mr Harlow reported that DMAG is interested in analysing where museum visitors come from. It was AGREED that a column for visitor’s post codes will be added to the Museum Comments book and this information will be relayed to DMAG. There is a meeting on 24th July at which a DMAG/DAD WWI Commemoration Project consultant will be present, Cllr Mrs Laslett hopes to receive specific information about the aim of the project at this meeting.

RECOMMENDATION: There will be an standing item on future Committee agendas to receive updates from Cllr Mrs Laslett and Mr Harlow.

(ii) Members considered the Guildhall Museum’s entry in the DAD website (attached).

RECOMMENDATION: That no amendments need to be made.

14.07.14 FINANCE

(i) Members received the accounts as at 30th June 2014. Cllr Scollard queried whether the transfer from the Imhof savings account was due to take place soon, the Clerk confirmed that this would happen as soon as the signatories on the account had been amended.

RECOMMENDATION: Noted.

(ii) Members received an award letter and selected supporting documentation for a grant of £4,100 from the Heritage Lottery Fund to finance a display and Book of Remembrance for Sandwich servicemen killed in WWI, and considered how and when this grant funding should be used.

RECOMMENDATION:

Permission be given to the Museum & Archives Working Group to purchase the items listed in the proposed plan (using the Lottery Heritage Grant of £4,100).

See item 11.07.14 (i)

15.07.14 DATE OF NEXT MEETING

Monday 13th October 2014, 7:00pm.

Signed: _____

Date: _____