



much appreciated. There are some issues with the new IT which it is hoped will be resolved speedily.

**06.07.15 MUSEUM VOLUNTEER MANAGER'S UPDATE**

Mr John Scollard, Museum Volunteer Manager, gave a verbal update to the Committee. The Museum is running along, though there are still not enough volunteers to cover all time slots required. Mr Scollard has tried to get cover for 12:30pm to 2pm to keep the Museum open throughout the day but there have been very few volunteers willing to take this on, however he will try to keep this in the programme for the rest of this year and next year too. Three new volunteers have started but this is counterbalanced by some having left.

The Museum has had some visits from a local language college but none so far this year from local schools.

An update on progress regarding UV film for the windows in the Museum would be appreciated.

**RECOMMENDATIONS:**

- (i) That the Town Clerk's office provide Mr Scollard with visitor and visitor income figures (as recent as possible).**
- (ii) That Mr Scollard provide the Town Clerk's office with an updated list of volunteers.**
- (iii) That a call for volunteers be put out on the 'news' section of the Town Council website and via the Council's Twitter account by the Town Clerk's office, and that Cllr Ms O'Donoghue post the same call on the Sandwich Facebook page.**
- (iv) That a letter be sent to the Heads of Sixth Form and Heads of History at Sandwich schools, seeking volunteers for the Museum.**
- (v) That the Town Clerk's office provide an update regarding UV film for the Museum windows and progress this matter further.**

**07.07.15 DMAG/DAD WWI COMMEMORATION PROJECT ("CODENAME: JOINED UP")**

The Committee received verbal updates from updates from the Honorary Curator, Mr Ray Harlow and the Museum Volunteer Manager, Mr John Scollard, regarding this project. There had been some unwillingness from members of the public to fill in questionnaires which had been put out for them in the Museum as part of the project. Lili Rasmussen, the bunting representative, had taken part with other crafters in a bunting workshop in the Meeting Room – a lot of bunting had been made which would come back to Sandwich. Visiting artists had experienced problems taking photos in the Museum due to reflections and had wanted to visit the Richborough Port site but access to this site is by permission only. It was noted that the best views of the Port site can be had from the Stour and so it was suggested that a river trip for the Museum Volunteer Manager, Honorary Curator and visiting artists could be considered for 2016.

**RECOMMENDATIONS:**

- (i) That note be taken of the number of members of the public who have not filled in questionnaires and that this be returned, with completed questionnaires, to DMAG/DAD.**

**(ii) That Mr Scollard speak to Mrs Rasmussen and ask if she wishes to continue to be invited to Museum & Archive Committee meetings in future, now that the bunting project has come to an end.**

**08.07.15      MAGNA CARTA & CHARTER OF THE FOREST UPDATE**

The Committee received and considered a report from Miss Laura Fidler, Clerk to Sandwich Toll Bridge Fund, regarding recruitment of volunteers for the *Magna Carta Rediscovered* exhibition, 24<sup>th</sup> September to 6<sup>th</sup> October 2015.

**RECOMMENDATIONS:**

**(i) That a call for *Magna Carta Rediscovered* exhibition volunteers be put out on the ‘news’ section of the Town Council website and via the Council’s Twitter account by the Town Clerk’s office, and that Cllr Ms O’Donoghue post the same call on the Sandwich Facebook page.**

**(ii) That a letter be sent to the Heads of Sixth Form and Heads of History at Sandwich schools, seeking volunteers for the exhibition.**

**(iii) That all councillors undertake at least one volunteering shift during *Magna Carta Rediscovered* and that, if possible, they recruit friends and/or family to take part.**

**(iv) That Emily Stott at the East Kent Mercury be asked to re-issue a call for volunteers for *Magna Carta Rediscovered*.**

**09.07.15      WHITE MILL / GUILDHALL MUSEUM RECIPROCAL REDUCED ENTRANCE FEE SCHEME**

The Committee considered email correspondence between Ms Theresa Weir (Assistant Town Clerk & Mayor’s Secretary) on behalf of Miss Laura Fidler (Clerk to Sandwich Toll Bridge Fund) with Mr John Scollard (Guildhall Museum Volunteer Manager) and Mr Kevin Joyce (White Mill Rural Heritage Centre) regarding a proposed reciprocal reduced entrance fee scheme, with attached draft mock-ups of both sides of a visitor leaflet. The Committee noted that the current entrance charge for the Guildhall Museum was £1 full price admission, 50p for concessions (children & senior citizens) and £2 for a family – therefore a reduction of 50p on entrance fees would mean children and senior citizens would have free admission.

**RECOMMENDATIONS: That the scheme be trialled for the rest of the 2015 Museum opening season but that the loss of income to the Guildhall Museum should be monitored.**

**10.07.15      DATE OF NEXT MEETING**

Monday 12th October 2015 at 6pm in the Council Chamber, Guildhall.