



that he always responds to comments, whether positive or negative – in the case of negative comments, in order to ascertain how things could be improved. The Museum had approximately 1000 visitors between April and September (excluding the regular visits by groups of students from Hildestone College and the Heritage Open Days, when 119 adults and 11 children visited). The Museum is welcoming Tony Cooper as a new volunteer, he will be shadowing an existing volunteer in the next month and will start volunteering when the Museum reopens next Spring. In response to a question from Cllr Ms O’Donoghue, Mr Scollard said that it would be well worth publicising volunteering opportunities at the Museum in early 2016, in advance of reopening. Again in response to a question from Cllr Ms O’Donoghue, Mr Scollard asked that Ms Weir request the Town Clerk to clarify for Committee Members the latest progress on UV film for the Museum windows.

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

Mr Harlow and Mr Scollard informed the Committee that there would be a DMAG / DAD project meeting at Dover Museum in November, to identify progress across the various activities going on and next steps for 2016. Various participants had suggested that DMAG should continue beyond the lifetime of the *Codename: Joined Up* project, as it was a useful forum through which museums in the Dover district could maintain links and share information. In Lili Rasmussen’s absence, Mr Scollard informed the Committee that bunting had been made which was now with the DMAG Chair pending the centenary celebrations for the end of WWI (1918 – 2018), the craft group of which Lili was a member would be meeting at Sandwich Library again soon but he did not believe the group would be making more bunting. Mr Scollard agreed to ask Lili Rasmussen whether she still wished to receive invitations to attend Committee meetings, now that the bunting element of *Codename: Joined Up* had been completed.

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

Ms Theresa Weir, Assistant Town Clerk & Mayor’s Secretary, gave the following information to the Committee verbally, on behalf of Miss Laura Fidler, Clerk to the Trustee:

- The *Magna Carta Rediscovered* exhibition had now left Sandwich for Rochester Cathedral, but Sandwich’s Magna Carta and Charter of the Forest now remained in a secure, locked location at the Guildhall.
- Over the course of the exhibition there were 3383 visitors, who were managed by 35 volunteers, completed 1005 visitor questionnaires and spent £3070 on souvenirs. When the exhibition had finished touring this information would be compared to the other venues. Oliver Dunn would hopefully collate the information from the questionnaires, although he was soon to start a full time job, if he would be unable to extract the information from the questionnaires in time volunteers may be asked to help.
- Thank you letters from the Clerk have been sent to all the volunteers, all of whom did an excellent job, with a special thank you to Oliver.

- There were no anti-social problems or risks (to the staff/volunteers/documents) encountered during the exhibition. However, one visitor tripped on the edge of the carpet and the Town Clerk is in contact with this person.
- The leftover souvenirs from the exhibition's stay in Sandwich were now available for sale in the TIC and Museum.
- Sandwich's charters had remained for the moment in their display cases, as this was deemed to be the safest location with a controlled environment available. The Strong Room will be the eventual storage destination but Laura believed that the environmental controls of this room would need to be assessed before the documents could be transferred to this location. Kent History & Library Centre were arranging storage cases for the charters but these had not arrived yet.
- Prior to the exhibition arriving, Cllr O'Donoghue and Laura had met with Sarah Corn, Museum Development Officer for Kent & Medway (South East Museum Development Programme). The primary purpose of this meeting was to establish that all the correct plans were in place for the exhibition – this was established.
- The second part of this meeting was concerned with how to take forward the proposal for a new or redeveloped museum, Sarah's suggestion was to do the following:
  - Lead into the possibility of a new museum with another smaller project, a trial for a new museum;
  - This would be a high quality temporary exhibition solely managed by the Council/Trustee;
  - This project would have a budget of around £50k - £100k, to be obtained from the Heritage Lottery Fund;
  - Funding from the HLF would pay for a creative practitioner who would ensure that the project met the Heritage Lottery Fund outcomes, and who would be experienced with audience engagement;
  - Feedback from this exhibition (along with the information gathered from the Magna Carta Rediscovered exhibition) would then help inform the feasibility study required for a new museum, again the HLF could help fund the person that would need to undertake this work. A creative practitioner would still need to be involved, working with the archivists to establish what history and artefacts could be used, and
  - An exhibition to promote one of the following commemorations had been suggested:
    - 2017: Battle of Sandwich Bay 1217 (800 years)
    - 2018: Birth of the 4th Earl of Sandwich 1718 (300 years)
    - 2019: Start of World War II 1939 (80 years)
 The Archivists were already thinking about an event in 2017 for the 800<sup>th</sup> anniversary of the Battle of Sandwich.

The Committee received and considered redacted email correspondence between Miss L. Fidler, Clerk to Sandwich Toll Bridge Fund, and Cllr Ms O'Donoghue, regarding next steps for the Museum & Archives.

The Committee considered whether professional verification of climate control in the Strong Room should be sought to confirm that it would be a suitable area in which to store Sandwich's Magna Carta and Charter of the Forest for the foreseeable future. The Honorary Curator, Mr Harlow, presented graphics showing levels of temperature and humidity variation in the Strong Room, the fireproof cabinet within the Strong Room, and the main Museum. It was noted that the Museum was subject to wide variations in humidity and temperature, that the Strong Room maintained a fairly steady temperature but had quite variable humidity, and that the least variation in both temperature and humidity occurred within the fireproof cabinet - this cabinet would therefore offer the best conditions to store the two charters, but it would not be big enough to house the charters in their display cases and may not be big enough to house the two charters within their storage cases. If not, the Honorary Curator suggested the Strong Room as the best location.

**RECOMMENDATIONS:**

- (i) The Clerk to the Trustee should confirm as a matter of urgency by confidential email to Committee members whether the current location of the charters within the Guildhall is fireproof, whether the display cases in which the charters are currently stored are environmentally controlled, and whether the storage cases on order will be environmentally controlled.**
- (ii) The Honorary Curator should install 'tiny tag' monitors in both display cases to monitor conditions.**
- (iii) If the storage cases currently on order would not be environmentally controlled, the Clerk to the Trustee should seek quotes for environmentally-controlled storage cases.**
- (iv) Professional examination of the condition of both charters following the exhibition should be sought, to ensure there has been no warping or other deterioration.**
- (v) The conditions in the Strong Room should be professionally verified as should conditions of any other location in the Guildhall potentially suitable for long-term storage of the charters. This should be done as a matter of urgency so that, if suitable, the charters may be put into the Strong Room as soon as possible.**
- (vi) All updates and suggestions for action arising from (ii) to (v) above should be brought directly to the Trustee of Sandwich Toll Bridge Fund, rather than waiting for the next scheduled meeting of the Museum / Archive Committee (January 2016).**

Although it was originally suggested that involvement in, and the terms of reference of the proposed internet-based heritage co-ordination group should be considered by this Committee, these matters were now to be considered by the next meeting of Sandwich Town Council's Tourism Committee (14th October 2015). In the meantime, the Museum / Archive Committee was asked to consider who should be the Museum & Archive's representative to this group, should the Tourism Committee agree in principle that involvement in

an internet-based heritage co-ordination group would be desirable. The Committee felt that such a group would be immensely useful in ensuring greater co-ordination of heritage activities between various groups in Sandwich.

**RECOMMENDATION:**

**(vii) Should the Tourism Committee agree in principle that involvement in an internet-based heritage co-ordination group would be desirable, the Museum / Archive Committee recommends that Cllr Ms O'Donoghue should co-ordinate the group, Linda Elliott should be the representative of the Archive, and John Scollard should represent the Museum.**

Lastly the Committee considered the concept of a Battle of Sandwich 800th Anniversary Exhibition.

**RECOMMENDATION:**

**(viii) The concept of a Battle of Sandwich 800th Anniversary Exhibition should be explored in more detail, with further information to be considered at the next Museum & Archive Committee meeting.**

**10.10.15 BUDGET**

The Committee considered the Museum budget for the coming financial year, specifically any sizeable income likely to be generated or any large items of expenditure likely to be incurred, so that these could be factored into the overall budget planning process for 2016/17.

**RECOMMENDATION:**

**(i) That the 2016/17 budget should allow for new powerpoints to be installed in the Clock Room and Room 3 of the Archive, as well as lights to be installed in the cupboards.**

Mr Scollard also pointed out that in a future financial year, consideration should be given to the budget to allow an interactive display to be installed in the Museum, a virtual illustrated catalogue of the Archive's holdings, which would require among various I.T. a digital cable link between the Museum and the Archive.

It was also suggested that an artist should be sought to decorate the screens in the Museum - this might not involve budgetary outlay, as it could be offered as a project to a local art student.

**11.10.15 DATE OF NEXT MEETING**

Monday 18<sup>th</sup> January 2016 at 6pm in the Council Chamber, Guildhall.