

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 25th January 2016 in the Council Chamber, Guildhall, Sandwich

Present: **Councillors:** **The Mayor, Cllr Graeme (in the chair)**

**HJ Bragg
PI Carter
JL Dunay
JE Franklin
JEM Gisbey
MJ Holloway
C Miller
MW Moorhouse
Ms L O'Donoghue
CL Trim
MB Trussler
JJ Watts
DMA Wood**

Officer: **Ms T Weir**

14.01.16 APOLOGIES

Apologies were received and accepted from Cllr Daw (who was on holiday) and Cllr Mrs Lioté (due to a family commitment).

15.01.16 DECLARATIONS OF INTEREST

There were no declarations of interest.

16.01.16 MINUTES

The minutes of the meeting of the Trustee on 21st December 2015 were received, approved and signed. There were no matters arising.

17.01.16 MUSEUM & ARCHIVE COMMITTEE MINUTES

The Minutes of the Museum & Archive Committee Meeting held on 18th January 2016 were received, approved as accurate and signed.

RESOLUTION: That the following recommendations of the Museum & Archive Committee be approved:

(i) That a vote of thanks be given to Mr Harlow for his work since taking over as Honorary Curator in the 1990s.

(ii) That the Archivists and the Town Clerk's Office look out for future rounds of the Neighbourhood Forum Grant Scheme and any other potential sources of funding towards conservation of the Archive's title maps.

(iii) That Mr Scollard and Mr Harlow discuss the best way forward and, if necessary, investigate purchasing an economically-priced DVD player (in which case Mr Harlow would make a new disk recording of the display sequence).

(iv) That this information (regarding the DMAG/DAD WWI Commemoration Project *Codename: Joined Up*) be noted.

(v) That the Trustee supports proposals to display the Magna Carta & Charter of the Forest during the Sandwich Festival and Sandwich Arts Week 2016, and any measures necessary to ensure environmental control and conservation of the documents.

(vi) To proceed with redevelopment of the existing Museum with high quality displays and artefacts – including the Magna Carta & Charter of the Forest – which would be directly relevant to Sandwich, as well as putting on high quality temporary displays and exhibitions.

(vii) That the Assistant Town Clerk & Mayor's Secretary continue to send the Honorary Curator (and his successor, once appointed) and the Museum Volunteer Manager

newsletters and other information regarding training courses; and that they should acknowledge receipt of this information and confirm whether, in the case of training opportunities, they were relevant and whether anyone from the Museum / Archive would attend.

(viii) That headteachers / history teachers of the local infant, junior and secondary schools should be approached and asked for a point of contact at each school to liaise with the Mayor, in the first instance, about links with the Museum & Archive.

(ix) That these points of contact should be invited to a meeting at the Guildhall with the Mayor, Honorary Curator (or his successor, once appointed) and Museum Volunteer Manager, to discuss joint working in future.

(x) That the information provided by the Clerk regarding the proposed Battle of Sandwich 800th anniversary celebrations be noted.

(xi) That Mr Scollard investigate and report back to the Clerk on the possibility of running a temporary exhibition on Richborough Port in 2017, including whether the model currently held by Ramsgate Maritime Museum and photographs previously displayed at St Peter's could be used.

(xii) Succession Planning: That an organogram be drawn up for the Archive identifying each volunteer archivist's specialist area of work, and that upon completion of this organogram a 'buddy' scheme be initiated so that at least one other person within the Archive team understands each person's area of work. The Committee considered that given the number of volunteers in the Museum, sufficient shared knowledge was available to ensure that any one person's departure would not affect operations.

(xiii) Collection Development Policy: That the Policy be approved for another year, with addition of Arts Council clause 16.12, and that the next review should take place in February 2017.

(xiv) That ordinary (Museum & Archive) Committee meetings continue to be held quarterly (with extraordinary meetings as necessary) with a 6pm start time. No inconvenient dates between June 2016 and June 2017 were identified.

18.01.16 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £12,785.07 was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £503.24, was received, approved and signed.

19.01.16 FINANCE

(i) The Sandwich Toll Bridge Fund Statement of Accounts as at 31st December 2015 was received.

RESOLUTION: That this information be noted.

(ii) The Sandwich Guildhall Museum Statement of Accounts as at 31st December 2015 was received.

RESOLUTION: That this information be noted.

20.01.16 GUILDHALL HIRE CHARGES

The Trustee received a report from Miss L. Fidler – Clerk to Sandwich Toll Bridge Fund, regarding a proposed additional hire charge.

RESOLUTION: That the proposed additional hire charge of £15 for use of the Meeting Room for one hour (and without assistance from the caretaking staff) be adopted.

21.01.16 ASSET MANAGEMENT

The Trustee received and considered the following information from Quilter Cheviot:

(i) Covering letter, dated 10th December 2015, and contract note regarding the reduction of a holding in Persimmon ord 10p.

RESOLUTION: That this information be noted.

(ii) Investment report for the month ending 31st December 2015 with covering letter dated 11th January 2016 (full investment report available in the Clerk's office).

RESOLUTION: That this information be noted.

(iii) Covering letter, dated 11th January 2016, and contract note regarding the sale of holdings in Rolls Royce Holdings ord GBP0.20.

RESOLUTION: That this information be noted.

22.01.16

CONFIDENTIAL ITEMS

(i) The Trustee received and considered a letter dated 19th December 2015 from Mr Brian Myers regarding 33 – 35 High Street, Sandwich, and a report on the same subject by Miss L Fidler, Clerk to Sandwich Toll Bridge Fund.

RESOLUTION: That the Mayor, Town Clerk and Cllr Trim meet with Mr Myers to discuss the situation.

(ii) The Trustee received and considered a letter dated 12th January 2016 from Mr Ray Harlow, Honorary Curator – Sandwich Guildhall Museum & Archive, and considered recruitment of a new Honorary Curator of the Guildhall Museum & Archive, including a draft advertisement.

RESOLUTIONS: (i) That Mr Harlow be sent a letter thanking him for his years of voluntary service as Honorary Curator – Guildhall Museum & Archive, and that he be given a book token for £100.

(ii) That the unpaid position of Honorary Curator of the Guildhall Museum & Archive be advertised internally, and that the draft advertisement, approved by the Trustee, be used for this purpose.

23.01.16

DATE AND TIME OF NEXT MEETING

Monday 29th February 2016, following the **Quarterly** meeting of the Town Council, in the Council Chamber.

