

(iii) That the Trustee resolves it is not necessary to wait until season close to redevelop the Museum interior and that this work should be undertaken as soon as possible. As interim measures, two new display boards may be purchased, and the central Baron of the Cinque Ports mannequin display and the Weights and Measures display may be removed to make room for central display of key artefacts as soon as suitable display cases with climate control are available (Magna Carta, the Charter of the Forest, the Sandwich Custumal).

(iv) That the Museum should offer free entrance with donation boxes for contributions as soon as possible and that that the £200 Re-Fresh funding may be used to purchase a suitable donation box, as considered appropriate by the Honorary Curator.

(v) That the Trustee makes a commitment to year-round Museum opening – if not immediately, then on completion of a re-fit of the Museum interior.

(vi) That the Trustee supports every effort to be made to cover all-day opening at the Museum, including (if necessary) a concerted campaign to recruit more volunteers.

(vii) That the Trustee supports development of public engagement activities and all necessary training for volunteers.

15.04.16 MUSEUM VOLUNTEER MANAGER'S UPDATE

Mr John Scollard, Museum Volunteer Manager, gave a verbal update to the Committee on the re-opening of the Museum and the work being done to facilitate the opening of the museum throughout the lunch break, which is difficult because all the volunteers have different times that can be offered.

RECOMMENDATIONS: Mr Scollard was thanked for this continuing hard work to promote the museum and this information was noted.

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

The Committee received a verbal update from the Museum Volunteer Manager regarding this project. It was noted that the official project end celebration would take place on 20th May at Maison Dieu, Dover; John detailed the work relating to Sandwich that will be on display.

RECOMMENDATION: That this information be noted.

17.04.16 ACCREDITATION

The Committee formally received notification of re-accreditation for Sandwich Guildhall Museum and additional information regarding the date of the next re-accreditation tranche. Linda explained that volunteers have already started to work on the area, such as cataloguing, that were identified by the Arts Council as requiring improvement. The Mayor thanked everyone for their hard work in achieving accreditation.

RECOMMENDATION: That this information be noted.

18.04.16 FORWARD PLAN REVIEW

The Committee reviewed Section 3 of the 2015 Guildhall Museum & Archive Forward Plan (Resource Plan), particularly progress against the stated aims and objectives. It was noted that the Forward Plan states “*Section 3 (the*

Resource Plan) and subsequent years in the Financial Forecast (Appendix 1) will be reviewed and updated annually as this section details the specific activities that we will carry out in order to achieve our Strategic Aims, and the financial context for these activities”

RECOMMENDATIONS: In the context of decisions made regarding entrance fees and Museum redevelopment generally, the Committee recommended that review of the Financial Forecast be postponed until October 2016, when the result of the Heritage Lottery Fund bid should also be known.

19.04.16 AUDIO-VISUAL EQUIPMENT

The Committee considered replacement of the Museum DVD player as the player in the Museum at that time was inoperative.

RECOMMENDATION: If the Trustee accepts recommendation 14.04.16 (i) that a HLF bid progresses the bid will include a provision for a high quality digital interface, in light of this funds should not be spent on a replacement DVD player.

20.04.16 WHITE CLIFFS COUNTRYSIDE TOURISM ALLIANCE (WCCTA)

The Committee considered participation by the Museum in the WCCTA pass scheme.

RECOMMENDATION: If the Trustee accepts recommendation 14.04.16 (iv), that entrance to the museum be free, there is no need to sign up to this pass scheme.

21.04.16 DATE OF NEXT MEETING

To be confirmed.