

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

**Minutes of a meeting of Sandwich Toll Bridge Fund's Museum & Archive Committee  
on Wednesday 11<sup>th</sup> July 2018 in the Council Chamber, Guildhall, Sandwich at 7:00pm**

**Present: Councillors: The Mayor, Cllr Veronica Lioté (in the Chair)  
Cllr R Daw  
Cllr JE Franklin  
Cllr D Friend**

**Mr John May, Honorary Curator of the Museum  
Mr John Scollard, Museum Volunteer Manager  
Ms Amandajayne Hollobon-Baxter, Acting Town Clerk**

**Officer: Mrs M Outen**

**05.07.18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Wood, Cllr Gisbey and Cllr Graeme

**06.07.18 DECLARATIONS OF INTEREST**

None were received.

**07.07.18 MINUTES**

Minutes of the Museum and Archives Committee meeting, held on 16th April 2018 were received, agreed and signed.

Cllr O'Donoghue questioned the current status of the Forward Plan. Madylene Outen responded that with the HLF resubmission in August this process had been put on hold, however we had been ahead of schedule so this should not be a problem.

John Scollard questioned the process of obtaining QR codes. John May advised that for now this was not needed because of the translation booklets he had put together.

**08.07.18 HONORARY CURATOR'S UPDATE**

The Committee received the written report from the Honorary Curator. Amandajayne Hollobon-Baxter thanked John May for all of his hard work and complimented him on the changes. In regards to the updates in the Museum John Scollard enquired what the date was for the website update. John May informed him that there was a lot of work involved and there was no set date.

**RESOLUTION: Museum PR and Marketing group to continue to work on the website moving forward.**

**09.07.18 MUSEUM AND HERITAGE MANAGER'S REPORT**

Madylene Outen updated on the new displays (The Auncel and the Crime and punishment cases) and thanked John May for his proactive hard work.

Signed .....

Madylene Outen updated on the interesting research that was taking place in relation to Richborough Fort (CCCU) and Richborough Port (Tem Media.)

There have been four school visits in May and June. New volunteers have signed up and there have been two work experience students. The museum has just started a project with the Arts Society to catalogue all of the art collections throughout the Guildhall.

The Torpedo had made an outing to Canterbury Christ Church University where we were able to engage with 75 conference delegates.

There was nothing to update on the fire appliances but they were being repaired.

The museum numbers are up by nearly 700 from last May and June which is very encouraging. Cllr Lioté thanked all involved with the changes for their hard work.

**10.07.18 HERITAGE LOTTERY FUND UPDATE**

The first submission to HLF had been unsuccessful and it had been decided to resubmit for August 16<sup>th</sup>. Madylene Outen and Amandajayne Hollobon-Baxter had gone to London to meet with the case officer and the feedback had been positive but it was a competitive batch and there were some more details which could strengthen the case.

Madylene Outen updated the committee on the Dover Maison Dieu bid being successful and congratulated them.

**RESOLUTION: To resubmit the HLF bid on 16<sup>th</sup> August 2018.**

**11.07.18 DATE OF NEXT MEETING**

Monday 10<sup>th</sup> October 2018, at 7pm, in the Council Chamber.

Signed .....