

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 22 May 2020 11:21
To: 'su ga'
Subject: RE: scanner

Hi Sue,

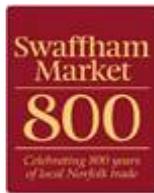
Thanks for your e-mail regarding a contribution towards a scanner. I will have to look back through the records to see when your previous request was agreed to, unless you already have our response to hand.

If it has gone beyond a six month period, then I would suggest that we need to go back to the Council at their virtual meeting on 10th June. I will wait to hear from you and at the same time set Hannah a task to look through the Council decisions, as it is not too far away before we will need to prepare the agenda.

I hope you are both keeping well.

Best regards,

Richard Bishop
Town Clerk



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From: su ga <swaffhamheritage@gmail.com>
Sent: 19 May 2020 15:44
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Subject: scanner

Good afternoon Richard

The museum has been thinking of income streams as we are likely to be without visitors and certainly schools for some time. You may remember that we have talked about scanning material for us and yourselves and when I tried for a grant the Town Council agreed to support this at £500. We are now thinking in that direction again and wish to purchase an A3 scanner that will cost around £3500. We will also have a generous donation from a Friend for a book scanner. We have a volunteer scanner.

We believe that a good quality scanner would be useful for a variety of reasons.

- We are aware that some of our documents are fragile and vulnerable and that overhandling will worsen the situation. By scanning them we do not have to touch the originals. Certain ones can then go to NRO where they will be safe.

- We can put a listing of our material online and charge researchers for copies, thus opening up an income stream
- We can also scan material for the public, again for a small charge
- You have said that there was material that you would like to have scanned so that it is available to the public

I wondered whether you would again support our project, perhaps with a donation that might be the amount of the VAT?

Many thanks

Best Wishes

Sue

Dr SE Gattuso
Volunteer Manager, Swaffham Heritage

