

Rayleigh Town Museum

Management Group - Minutes of Meeting, Thursday 23rd June 2022

Held in the Museum

Present – Mike Davies (C), Viv Irvine, Linda Davison(S), Sheila Chambers, Sue Smith, and Gemma Smith

Apologies –Karen Vassallo and Cheryl Roe

Written reports for June 2022- have been distributed.

Minutes of the meeting held on 26th May 2022- agreed

Matters Arising – Actions completed – 3,4,5,10,11,13 Ongoing 1,2,6,7,8,9,12

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>There are no actions shown within the minutes of Management Team from 26th April, however there are a number of issues to be updated:</p> <p>It is still hoped that the letterbox basket or receptacle will be completed.</p> <p>Graham building shelving unit for CCTV to be located under desk.</p> <p>Painting three estimates to be obtained. Three companies visiting the museum week commencing 20th June 2022.</p> <p>New meeting to be arranged as soon as Terry is available.</p> <p>I have spoken with Phil Freeman who will be looking at the Long Case Clock to remove workings and take to his workshop.</p> <p>Bulb in retail cabinet to be replaced with LED</p> <p>It would appear that we have sparrows nesting at the moment under the tiles adjacent to the area where the Spread Eagle lights are connected to the barge board. We are monitoring and will await the nesting outcome and the birds flying away before removing nest and sealing.</p>
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	July Magazine to be issued early July
Data Protection	Terry Jobson	No update
Development and Research inc Accessioning	Viv	<p>Accreditation</p> <p>I have started a folder for all the policies, plans etc that will be needed for accreditation.</p> <p>Sue and I have been working on the ones for 'Managing</p>

		<p>collections' and first one is now on 2nd draft.</p> <p>Some in the 'Care & conservation' section will be passed on to maintenance team as they are for pest control & monitoring of humidity etc.</p> <p>The biggest section which is 8 different 'policies' is Organisational Health and we will need 'volunteers' to deal with these.</p> <p>Accessioning</p> <p>Progress has been a bit slower this month with people on holiday etc.</p> <p>I'm hoping that at DS meeting on 29th June we can go through OEF & why important to get these dealt with correctly.</p> <p>Research</p> <p>Alison R is working on WW2 roll of honour and queries from visitors & online are being dealt with.</p> <p>The new under desk pedestal cabinet has now been installed so the black box is not needed. I hope to be able to get email out later this week to advise of changes re new acquisitions.</p> <p>On 20th most of the Development SC and a few other volunteers are going to the storage unit to try and sort out what is there and organise it better.</p> <p>Sue is attending a Spectrum 5 course on the morning of the MG meeting, so will give an update then. I have been looking into Access statements and policies on the Collections Trust website, I have also emailed Beth about a Health and Safety policy.</p> <p>I've gone through the checklist which Viv put together and highlighted a few items we need to sort out.</p>
DVD 2021	Mike	No further update
Echo Archives	Mike Eddie	No update
Events School Liaison	Sue	<p>The Royalty Exhibition will be coming to an end on 16th July, to be replaced by the Tapestry Exhibition.</p> <p>Ticket sales for the talk on 26th June are creeping up slowly, again little or no support from the trustees, MG or volunteers.</p> <p>We have an events sub meeting on 26th June where we have a lot to discuss, including some very new and fresh ideas. Further dates for events and exhibitions will also be finalised.</p> <p>We had Edward Francis School visit us on 16th June. Nearly 60 children in all. Thanks to Sheila for organising and hosting.</p> <p>Thanks to everyone who helped with the gazebo at the Trinity Fair. Special mention to Gemma for standing there all day in a crinoline dress and bonnet. Lots of tricks missed on this day, which better planning next year will hopefully avoid. I have already got a few ideas.</p>
Finance	Linda	<p>Budget is still on target and full details will be available next month when end of year figures are complete.</p> <p>The new budget for 2022/2023 will be set at our July meeting.</p> <p>The Museum has received two significant donations this month.</p>

		<p>The Friends of Southend Museums donated £1000 from their funds at closure of the charity and the residents of Alexandra Road donated £200 from the table sale for the Jubilee celebrations. Several ideas have been received on how to use this money and we are very grateful for the donations.</p> <p>Note – further donation received from Palmers.</p> <p>O/s payment from Railway.</p> <p>Bank account details given.</p>
Friends Administration Inc Coaches	Linda	<p>Membership renewal now stands at 559. A good figure considering the difficult times. Arrangements will now be put in place to remind all those still to renew.</p> <p>Coaches – Weald and Downland Museum trip still sits at 27. This is disappointing but we will just break even. Any M G or Trustees not booked yet, please consider doing so.</p> <p>I have doubts over the December booking to RHS Wisley and will be discussing this at the next S C.</p>
Retail	Viv	<p>Sales of framed pictures & books were good both at the museum and in gazebo at Trinity Fair but we still have some old stock at sale prices to sell. (e.g. mugs, coasters)</p> <p>Spencer's cards have been added to the items on sale and we would like to get the larger prints out as well but have not been able to work out how to display them yet.</p> <p>I hope to get an email sent out re changes after this week.</p> <p>Please be careful re putting items through the till, e.g., the jubilee rulers go through as 'Royalty '.</p>
RTC	Cheryl	Trinity Fair went very well
Volunteers	Mike	<p>New members on the Volunteer SC are Philip Rotherham and Dawn Jolly.</p> <p>Meeting of DSs being held next week</p> <p>Considering new Polo shirts / Fleece - mention made of Museum contribution towards this (say £10).</p> <p>Several new stewards pending</p> <p>Fire training feedback</p>
Website and social media	Gemma	3,948 hits on Facebook for exhibitions
	Terry Joyce	Website Figures attached
Chairman's Actions	Mike	<p>Assisted with moves of Rochford Tapestry.</p> <p>Changed displays in Library and 2 town notice boards.</p> <p>Attended Beacon lighting</p> <p>Heritage walk for Bowers Gifford UEA</p> <p>Further Heritage walks planned</p> <p>Dendrodating – no response from John Bladon.</p> <p>Signwriting for the Benefactors board ongoing.</p>

Covid-19 –The Museum will continue to open 3 days per week (Wednesday, Friday and Saturday) but subject to review at any time. Masks no longer required – now personal choice. However, windows to remain open for ventilation and sanitiser still ongoing.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 993

A.O.B.

- Tell Sue if any shopping needed
- Sue said Reeve family have been contacted again and asked to provide proof of ownership.
- Suggestion box for any feedback from volunteers
- Gemma said ESFH have donated several books
- Viv mentioned two glass slides can be printed – cost about £18.98
- Tapestry exhibition 21st July to 26th August 2022.
- Discussion took place on need for either July or August meeting. Decision for this year forgo July meeting.
- Coaches – some reservations about the number of bookings received.
- Raffle prizes needed
- Gemma showed some retail items available from Southend museums.
- Mike says we need clarification on dates for the decorating work as he has a good Hire booking from WEA to consider.
- Trinity Fair had several issues including some arguments. Set up a small working party in January 2023 ready to plan for next year.
- Eddie Dray is working on Milestone 34 – outside Martins
- Mike had a brief chat with Frank N regarding tiles at front of Museum
- Sue - can you mention Mike's Heritage walks on Sundays at your next event. Tell them to Contact Peter E at Friends.
- Research poster needs updating to be placed in High Street notice board.
- Health and Safety document – do we have one in addition to the poster in lobby?
- Royalty Exhibition – Library would like to have this after ending in Museum. (Possibility to September)
- Anniversaries in 2023 – National Trust, Salvation Army and Evangelical Church.
- **Date of the next Meeting** – Thursday 25th August 2022. 7.15pm for 7.30pm

ACTIONS

- Sheila – B/F ongoing action on blinds and to organise a ‘mock up’
- Sue – ask Alan for contact information on the timbers.
- Mike – Speak to Frank N re tile replacement and fire exit – also discuss with Alan C.
- Sue – Mention Heritage walks available on Sundays at your events.
- Alan – letterbox to be installed please.
- Mike – to discuss with Alan C the internal decorating requirements, dates and quotes
- Mike – Dendrodating ongoing
- Linda – Magazine article re Coaches.
- Viv – contact appropriate sub committees or individuals with details of accreditation procedures and policies needed.
- Viv – Mention to Alan C that items for accreditation need to go on the website and therefore need to be considered in their planning.
- Viv – update Research poster and let Mike have a copy.
- Mike – Health and Safety policy speak to Alan.
- Sue – Agenda item for next Trustees – accreditation
- Sheila / Gemma – move forward on Microfiche – contact Southend Museums and Essex Record Office.
- All – raffle prizes needed please.
- Sheila – send Schools booking form to Terry Joyce for the website.
- Gemma – send Linda details of Sarah Croft regarding retail items
- Linda – update sub committee list
- Mike – Ask Sandra to send details of Polo shirts / Fleeces to volunteers and judge reaction. Maybe option to have logo only. Costing to be considered by Finance SC.
- Mike – chase Railway for outstanding invoice.
- Linda – Thank you letters for recent donations
- Alan C – written update needed on Fire Regulations / evacuation procedures for RTM
- Mike – feedback form for Volunteers – possibly A5 folder?
- Mike – Order Remembrance wreath

- Linda – speak to Alan C re LOLER
- Gemma – Posters for Tapestry Exhibition
- Linda – send Gemma details for template (not needed now as form finally received)
- Events – speak to Brian at Library re: photos for Royalty exhibition for Library.