

Rayleigh Town Museum

Management Group - Minutes of Meeting, Thursday 28th April 2022

Held in the Museum

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

Apologies –Karen Vassallo,

Written reports for April 2022- have been distributed.

Minutes of the meeting held on 31st March 2022- agreed

Matters Arising – Actions completed.1,2,3,4,5,6,7,8,10,12,13 and 15. Ongoing 9,11,14 and 16

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	No report as no further actions Quotes for internal re-decoration – quotes needed please so that Finance SC can assess the situation.
Coach Trips	Linda	Southwold and Bedfield Hall coach is full and all accounts settled ready for 10 th May. The trip to The Weald and Downland Museum for the 13 th September was advertised in the April magazine. Slow response considering the number of enquires we have received over the past few months. 16 seats sold.
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	15,000 of our new leaflets printed with 10,000 distributed (free) by a professional marketing Company (arranged by Roger) Further magazine articles required for the July edition (on or before 1 st June please) especially from those who have promised in the past and not yet produced.!! New authors always welcome. Many positive comments received (directly to Peter E) from readers of the current edition. Fortunately, Paul from Azzurro has taken on some of Rogers work (and PR) with printers and suppliers....at no extra cost. Further articles in the Echo, Rayleigh Times, In Your Area, Rayleigh Vision, East Anglian newspapers and Essex Life
Data Protection	Terry Jobson	No report
Development and Research inc Accessioning	Viv	Cataloguing- continuing but still finding things in Secol boxes or on shelves that have been put in there since the other items in the box etc have already been accessioned. Nothing should be added to shelves, boxes or cabinets without being catalogued. Any new items must be put either in the black box or in cupboard 10 with a completed OEF. Conservation – we have been trying to work on preservation / conservation on artefacts in the cabinets as well as cleaning the actual cabinet. Also working on larger items to clean them and note any possible damage/deterioration. Overmantel in Regal room has been cleaned and waxed. We have a lot of old newspapers in the museum which we are not able to conserve and will need to be either moved to storage or disposed of. There is a great risk of a problem with insects if they remain in the museum.
DVD 2021	Mike	No progress this month.

Echo Archives	Mike Eddie	<p>Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires to view these archives from Andrew Summers, Bob Delderfield, Emma Palmer, Chelmsford author and historian and others from the Echo themselves!!!</p> <p>An audit is still required (I would suggest long overdue—who will action??) for the storage area when time permits. 2/3 Volunteers required please.</p> <p>Eddie Dray has agreed to take over the requests for collection and delivery of binders from storage.</p> <p><i>Additional report by Peter Everingham</i></p> <p>Echo Archives – Negatives</p> <p>The negative archive covers the years 1967-1999, plus we have been passed digital images for 2000-2009.</p> <p>In early 2020, Leigh and I, removed some packages of negatives that relate to Rayleigh from the Echo Archives.</p> <p>The archive was passed to the Hadleigh Archive Group in 2020 and are now stored in a garage locally to them.</p> <p>In recent months we have regained access to the Archive and have focused on removing the remaining negative packages for our town.</p> <p>We are scanning negatives to produce digital images; these are being transferred onto the RTM computer and backed up onto a portable hard drive. However, this is a time-consuming process, so only selective items are being processed. Details of the negatives are being entered into a spreadsheet for reference and items can be scanned where required for museum use.</p> <p>Details of the progress with negatives is detailed below</p> <p>Sum of negative packets with Rayleigh Town Museum (each packet contains strips of negatives, these vary between one and up to 174 images, the average is five to ten) = 3,056</p> <p>Sum of Negative packets to be removed from store = 1,514</p> <p>Number of images scanned relating to Rayleigh = 3,924</p> <p>Estimate of Total Number of Images relating to Rayleigh = 40,000</p>
Events School Liaison	Sue	<p>The talk by Eddie was well supported. I asked the “audience” if they preferred Sunday afternoons to an evening talk, and received mixed replies. Some said it was nice not to come out in the evening especially in winter, others thought Sundays were busy with families. For now, and whilst the museum remains closed on a Sunday we will continue with events on a Sunday. A further talk and quiz are planned for before and after the tapestry exhibition.</p> <p>A meeting regarding the Royalty Exhibition has taken place and plans are in hand. David and Ann will be assisting. We plan to set up on Thursday 5th May and it will be taken down when we have a confirmed date for the Rochford Tapestry.</p> <p>We have applied for the RDC Platinum Purse grant of £500 to go towards the cost of the Royalty Exhibition. We also have an entry on the Queens Jubilee Events website. David has written to the Queen advising her of our exhibition and has asked if she would donate something!</p> <p>When the timbers are ready for display the brass rubbing will be reintroduced.</p> <p>The Anglo Saxon Runes activity will be brought out for the summer holidays.</p> <p>An email has been sent to Sylvia Tarver regarding Mr. Reeds medals and other items. Reply awaited at time of writing this.</p> <p>The wooden panel in the Regal Room has had a clean and a layer of Renaissance wax applied.</p> <p>The Todman plaques have been cleaned, checked and accessioned.</p>
Finance	Mike	Monthly spreadsheet in line with forecasts.

		<p>Possible Legacy funding under active consideration. Indeed, I have been approached by family of a recently deceased Rayleigh person re a donation (currently £320) to the Museum in lieu of funeral flowers</p> <p>Bank account details given.</p>
Friends Administration	Mike	<p>Membership currently 599 + with a number taking advantage of the 15412 offers.</p> <p>Membership renewals due in May starting to arrive.</p> <p>With every increasing printing and postal charges, we will need to consider renewal rates from 2023/4. The sub will produce a paper and recommendation to the MG later this year.</p>
Retail	Viv	<p>The first load of books from Mike's house sold well at the talk but sales now much slower. 2nd lot are out for sale but there is no more room to add any more books for a while. At the end of May at the latest we will be looking to sell the remaining books online or possibly via Staceys. The books in storage will have to wait there till after Tapestry exhibition.</p> <p>The books in the lobby have now been all dated and if not sold after a month will be passed on to charity shops.</p> <p>We have Platinum Jubilee items on sale – hopefully sales will pick up . Perhaps a little “encouragement “from volunteers would help.</p>
RTC	Cheryl	<p>Trinity Fair – roads closed from 9.00am</p> <p>Beacon being lit on 2nd June at 9.45pm for Platinum Jubilee</p> <p>Fireworks – King Georges - Saturday 5th November</p> <p>Lights switch on Thursday 24th November</p>
Volunteers	Mike	<p>Opening hours reviewed monthly in line with changes to “covid” guidelines and rise in covid cases locally (on the increase). We plan to continue with face masks for all (other than exempt) and ventilation/gel for the month of May and review again in a months' time. Visitors are recommended to wear a mask but not mandatory. We have an aspiration to return to 4 days when circumstances permit. Vol sub continually monitor the situation not only as it relates to the national situation but also our volunteers wish.</p> <p>As always envisaged, we plan to open till 4pm (not 3.30) from May.</p> <p>Further ongoing training planned as required and requested</p> <p>Two new volunteers have applied to join.</p> <p>Volunteer certificates to be issued for those who have volunteered for a minimum of 5 years, at the next volunteer social event currently in May.</p> <p>Can I remind everyone please to put the date ---- Sunday 12th June---in your diaries as the Museum will be open all day AND we plan to have a gazebo at the Trinity fair.</p> <p>Can I please also ask what our thoughts are regarding opening over the “Platinum Jubilee “weekend (3 Fri/4 Sat/5 Sauⁿth June). If we open on the fri/sat, we need to ensure Sandra has enough Vol....and if we are to close (due to street parties??) we need to decide in advance. I will be asking for views at the meeting please</p>
Website and social media	Gemma Terry	<p>- this week we had a message on Twitter from the children's university Essex, saying a child had come in and completed part of their required work at the museum. They supplied an email address for us to get more information about becoming an official part of this.</p> <p>- posts on face book had a reach of over 2000 people</p> <p>Terry' s website report</p>

Chairman's Actions	Mike	<p>I continue to work with the Rochford Parish Council regarding a potential Museum/ exhibition/ pop up venue in Rochford. (On the history of the Rochford Hundred).</p> <p>I continue to assist the Rochford Town Team moving the tapestry display around the district for short term exhibitions. They display our museum leaflet to help further promote the Museum. I have received several comments from RDC appreciative that we are willing to assist other heritage groups within the district!!!</p> <p>I attended the St Georges day flag raising ceremony at the Town Council on the 23rd of Apr.</p> <p>Asked to display a St Georges day flag in future.</p> <p>I have held meetings with the Community Rail Partnership about the heritage visit on the 24th of April (thanks to Sheila and PIM for offering to assist on the 24th.)</p> <p>I attended the RTC Communities committee meeting on 25th Apr on behalf of the Museum.</p> <p>I have been approached by RDC re some photos to use in a "high Street Post covid" project.</p> <p>I continue to liaise with the Evangelical Church re the sale and as to when we will no longer be able to park at the Church.</p> <p>I attended the forthcoming meeting of the RTC Trinity fair working group.</p> <p>Attended Chamber of Trade AGM.</p> <p>I hope to be moving house within the next 2 months and will need to reduce my day-to-day involvement in the short term</p>
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Covid-19 –The Museum will continue to open 3 days per week (Wednesday, Friday and Saturday) but subject to review at any time. Discussion took place on the wearing of masks in the Museum both for volunteers and visitors. M G asks that the Volunteer SC consider that masks should now be optional for all.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 964

A.O.B.

- Donations boxes – Viv has design in mind will send M G photos. Purchase 5 (£3 each)
- Sue says Clay cottage happy to do sessions for the Museum volunteers
- A few items could be sold on E bay – can anyone help?
- Snooker cue signed by Ronnie O'Sullivan cannot be sold at Staceys as no written provenance. Need help selling on line or through a local club.
- Further discussion took place on the new blinds for the front windows. Windmill blind maybe able to be reused behind Windmill model.
- A relative of Charles Reed has requested the return of his medals and maundy money. An email reply has been sent confirming all items signed over to the museum by the family Kersey in accordance with the RTM policy and the Object Entry Forms all signed.
- Some newspapers in Museum need to be moved to storage.
- Development SC need quotes for timber supports asap so that final decision can be made
- Accreditation should now be mentioned (so formally recorded) in M G reports.
- Cheryl confirmed licence required for Trinity Fair gazebo donation box
- Discussion took place on Trinity Fair – set up, opening times and number of volunteers required.

- Following Gemma's report – Do we want to become part of the Essex Children's University?
 - Platinum Jubilee weekend opening – Definitely open on the Friday, Saturday if we have enough volunteers as shops will be open.
 - Concern expressed about position of back stairs keypad and access. If wet, stairs could be slippery. Pizza Express need to be reminded that the alleyway is our emergency access. Ideas given for repositioning of keypad and decided it should be moved to the bottom of the stairs on left.
 - Viv has drafted a 'Guidance' sheet for all volunteers with information on different functions within the Museum.
 - Long case clock not working.
 - Essex Wills books – Gemma has 6 volumes for the Museum.
 - Magazine articles required please.
 - Sue has purchased a castle book which opens out, ready for the exhibition.
 - Idea for 'Object of the month' to be put on social media
 - Sue had seen idea from another museum of an A to Z of items around the museum and in Rayleigh itself.
 - Adopt an object / sponsorship idea mentioned – to research at Events SC
 - Plaque on Ernie Lane cabinet can not be clearly seen – too high up and too small. After discussing various options, decided to purchase new, larger sign.
 - St George's Day – we should put flag up
 - Date of June M G changed to 23rd and not 30th.
 - Mike will be cleaning the 2 noticeboards in the High Street.
 - PIM is investigating cleaning of the Martyr's memorial.
 - Our Echo Photo Exhibition moving to the library next week.
 - Railway Heritage Day successful
 - RTM not put forward to proceed to the next level for the National Tourism Awards.
 - Car parking at Evangelical Church probably available until July.
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- **Date of the next Meeting** – Thursday 26th May 2022. 7.15pm for 7.30pm

ACTIONS

1. Viv - Send photos of donation boxes to MG
2. Sue – Mention to Sandra re Clay Cottage
3. Linda – ask Alan to obtain three quotes for the internal re-decoration of Museum. White painting, Varnish beams and floor. Update next month.
4. Vols SC – to actively review mask wearing at the next SC
5. Viv – Ask Sandra to send out re E bay
6. Linda – ask Sandra to mention about Snooker cue – Does anyone belong to a club?
7. Sheila – action 16 ongoing – Blinds
8. Viv – Ask Eddie for his help in moving newspapers to storage.
9. Viv/Sue – to ask Alan C to get quote/s for suitable unit support for the Castle timbers.
10. Viv – ensure accreditation is mentioned in monthly reports
11. Sue – e mail Steve Greener at RDC to confirm request for donation box at gazebo - Trinity Fair
12. Linda – let Sandra know - Trinity Fair hours in Museum (11.00am to 5.00pm) and Gazebo hours volunteers required (10.00am to 4.30pm)
13. Sue and events – to sort gazebo set up and take down.
14. Sue – Investigate becoming part of Essex Children's' University
15. Linda – Let Sandra know about Jubilee weekend opening

16. Mike – Key box to be moved to bottom of the stairs and also please chase for the new exit gates.
17. Viv – circulate your draft 'guidance' leaflet
18. Mike – Ask Ian B. re clock repair
19. Sue – Magazine article on the conservation work in the Museum – plus photos.
20. Sue/Gemma – object of the month
21. Sue – work on idea of an 'A to Z'
22. Sue/Events research 'object' project
23. Sheila – larger plaque for the Ernie Lane sign
24. Linda – to diary St Georges flag to be put up each April.
25. All – note change of date June meeting