

Rayleigh Town Museum

Management Group - Minutes of Meeting, Friday 28th April 2023

Held in the Museum

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

Apologies – Karen Vassallo, Philip Rotherham, Gemma Smith, Cheryl Roe) and Sheila Chambers

Written reports for April 2023- have been distributed.

Minutes of the meeting held on 30th March 2023- agreed

Matters Arising – Actions completed –5,8-13,15-25. Ongoing 1,2,3,4,6,7,14.

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	Alan C – wheelchair repair - Have ordered new inner Tubes Alan C – please chase John Bladon re flooring in Commerce room. Have emailed John Bladon - Alan – update on the tiles outside please – slope is now becoming slippery when wet. Need to meet with Frank from Lanes. Is the slope being referred to the grey concreted area outside the front door. Beam and double glazing – emailed Bakers and asked for update and possible dates of meeting in Museum. DVR Link from CCTV - Completed awaiting invoice. (£80 +VAT) Thermostat on heating - someone had changed the settings – we have put on the old thermostat while we test it to see if there is a fault. Further report received from Alan re CCTV Recorder needs replacing asap. Cost approx. £540 fully installed Peak Security will do fitting for free as support the Museum.
Marketing Publicity Inc Hire, Sponsorship and Magazine	Mike	I continue to consult with Museum sponsors. Thanks to Leigh for her considerable help with Friends magazine. Further articles have already been received for the next edition. I am considering a review of our Commercial hire fees. I have agreed to private hire for a local Scouts Group (20 th May). Thanks to help from PIM, we have restocked a number of tourists leaflets. WEA hire for 10 sessions possible.
Data Protection	Terry Jobson	No Report Where is new ICO Certificate?
Development and Research inc Accessioning	Viv	The joint ‘special ‘museum opening on 23 rd April (Events & Development) went well, very busy and most visitors stayed for at least 1 hour. All very interested and for a lot of the visitors it was their first visit to the museum. We were asked if we would be doing it again by some people, not sure on that yet. We were a little disappointed that none of the trustees visited (apart from the 3 of us working there!) and only 2 or 3 of the volunteers. Research- Gemma & I are still working on WW2 ROH. Some paperwork from Love Lane school is being gradually typed up, when this is complete I can make a folder up of the items. Maps sorted to the correct drawers. Accreditation – No volunteer yet for helping with Business plan.

DVD 2021	Mike	Further progress. I hope to launch at the Trinity fair
Echo Archives	Mike Eddie	The Echo now sends a monthly donation of £200 for all the photos and articles we provide
Events School Liaison	Sue	<p>The Coronation Exhibition is now up. There is a children's quest to accompany it. We have more bunting to add.</p> <p>A local girl guiding group has requested a visit.</p> <p>The Church Exhibition is being planned, and should be ready by the start of June.</p> <p>Klaire Harvey has contacted the museum, enquiring if we would like to take part in the Rayleigh Art Trail at the end of May. I have requested further details.</p> <p>The Map Day had over 30 visitors, and including entry fees, sales, donations and raffle we took over £100. Lots of very positive feedback and requests to repeat the day.</p> <p>Thanks to Lynda, Ann, Gemma and Viv. A very tiring but worthwhile day.</p> <p>Still waiting to hear back from the library about possibly hiring it for a Christmas quiz.</p> <p>I have registered the museum for the annual Share survey. As we are officially working towards accreditation, it is now something we have to do. (Email from Sarah Sinka).</p> <p>For information Viv or I will include an update of tasks undertaken on Tuesdays.</p> <p>Jobs so far this month.</p> <p>Silver cabinet and contents, checked and cleaned.</p> <p>Dolls house, checked and cleaned room by room. A few items noted as deteriorating.</p> <p>Trippier archive catalogued.</p> <p>Echo photographs filed in 3 black folders. Royal negatives sold to David P.</p> <p>Newspaper cuttings filed and sorted.</p> <p>Research area tidied and sorted.</p> <p>Secol boxes checked for items not accessioned.</p> <p>Housekeeping report updated.</p>
Finance	Linda	<p>Budget remains on target, but as we come to the end of the financial year, we are more alert to any non urgent expenditure.</p> <p>Several Hire invoices have been issued but, at the time of writing, payments not yet received.</p> <p>The utilities bill will be closely monitored now that the unit for electricity has nearly doubled since the government subsidy has ceased. I thank Peter Chubb for his continued help here.</p> <p>Karen is in the process of doing Gift Aid claim</p> <p>We are looking at a RDC UKSPF grant which might help us under the heading 'energy saving grant' for secondary double glazing to windows</p> <p>Bank account details given.</p>
Friends Administration Inc Coaches	Linda	<p>We have ended the year at 605 – a good figure. Renewals have started to come in but the main download of standing orders will not be until 2nd/3rd May.</p> <p>Reminders were sent out with the Magazine for renewal and new annual rates.</p> <p>The Friends membership has donated a further £1000.00 to the main account making a total of £5000.00 – an excellent result. The Friends coach trips have also donated £500.00 (a sum accumulated over the last couple of years).</p> <p>Porters trip is next month – still a couple of places.</p> <p>Coach trip to Godinton House – starting to be received – will update at meeting.</p> <p>(Bookings now stand at 30 members)</p>
Retail	Viv	<p>Recently we have had problems with the journal roll on the till where it was not winding on properly. If everyone on duty could keep one eye on it please that would help. If anyone not sure what to check I'll try & explain.</p> <p>Please remember that if you sell an item from the display shelves, you need to replace it with another from the Ikea cabinet.</p> <p>I've moved most of the Noel Beer Books into cabinet 3 so it should be easier to find the one you want.</p>

		Some we only have a few copies left. There are now more Ian Yearsley, Rayleigh books in Ikea cabinet
RTC	Cheryl	Purdah at the moment
Volunteers	Mike	There are a few issues with the availability of Duty Supervisors, and I am discussing with Philip various options for new Duty Supervisors. We had to close the Museum early on one session due to no DS being available.
Website and social media	Gemma Terry Joyce	<p><u>FACEBOOK</u> Results for the last 28 days. Reached 5602 April object of the month 4142 views Followers 1571 New followers 6 Engagements 167</p> <p>Website statistics – see separate sheet</p>
Chairman's Actions	Mike	<p>My usual high volume of general Museum related e-mails and phone calls from a number of sources.</p> <p>The next meeting of the RTC Trinity Fair group took place on the 19 Apr. I am assisting the Rochford Town Team Tapestry group in setting up/taking down the tapestry at various locations in Apr/May/June.</p> <p>I attended further meetings of the RDC UK Grant team.</p> <p>I am in discussion with RDC regarding the RUDC and RDC Chairmans photos with the assistance of Roger Dowell, although the project is currently on hold until after the local elections in May.</p> <p>I gave a talk for the RRAVS Hockley group in March. (£50 donation) which has resulted in 3 further potential talks for other local groups.</p> <p>A local Artists Workshop group held a number of sessions and a hire fee of £200 was agreed plus good publicity with RDC and with the wider public.</p> <p>I again appeared on Phoenix Radio to talk about RMS Titanic. Good publicity for the Museum.</p> <p>I have agreed to a request from Rayleigh Library to hold a "High Street" photographic display during local history month in May between the 5th and 30th. Peter E will be assisting.</p> <p>I have agreed to give a talk to the MNO club in April.</p> <p>I have agreed to a private visit from the Rayleigh WEA on 25th April.</p> <p>I have agreed to open the Museum on 27th (School strike day) and 8th May (coronation Volunteers Day). Thanks to Sheila and Paul on both occasions for their support.</p> <p>I am discussing with Terry Stone and Russ (Spread) for a Speedway exhibition on the 25th of June. To include the alleyway at the side of PE.</p> <p>I attended the RTC Annual Town meeting.</p> <p>I attended the RTC Communities meeting.</p> <p>I am looking to hold another "Lift phobic" date in either June or July.</p> <p>I am looking forward to holding a number of Sunday heritage walks in the summer.</p> <p>I am discussing with RTC (Cllr Brewer) that the Museum join other Rayleigh retails outlets as part of a "Rayleigh Dementia friendly town."</p>

Review of M G and Trustee structure / Administrative document

This review postponed again to May meeting. Revised report needed to be sent out with all other reports before the next M G meeting.

Suggestion Box

Submitted	Topic or Sub-committee	Suggestion	Benefit/Rationale	Response
Apr-23	Dev and M G	The Visitors Survey leaflet on the desk for people to complete is actual marked for Norfolk Museums Service. Can this be updated to say our museum as think this puts people off completing it. At the same time can it be simplified and made more relevant to this Museum.	more visitors may spend time completing the form	Discussion took place with no conclusion. Defer to May meeting when more M G members in attendance. Maybe in wrong place so, in meantime, move survey leaflets to side of main desk to see if more response

Volunteers / Equality and Diversity Policy

Policies have been up dated and now agreed by M G . To go to Trustees.

Museum Diary –Actions required noted.

Volunteers Hours Worked – April 2023 1007

A.O.B.

- B/F.- Business plan still ongoing
- Front door still difficult for a lot of people to open.
- M G Meeting. Do we need to decide our Quorum? – to be discussed at next meeting
- Rayleigh Art Trail – 29th May to 11th June.
- Cost of the charges on the ‘Sum up’ card machine. Discussed as, at the moment, retail is bearing the cost of this and it is starting to mount up. Cost of card for memberships and coaches to go to Friends a/c.
- Trinity Fair – Mike will organise 2 rotas (In museum and the gazebo). 4 Volunteers to put up gazebo. N T volunteer in the Museum.
- Speedway Open Day 25th June – 75th anniversary – events being arranged.

Date of the next Meeting – Thursday 25th May 2023 - 7.15pm for 7.30pm

ACTIONS

1. Linda – B/F Namulas invoice
2. Mike – B/F Benefactors Board
3. Alan C – Insurance for volunteers – can you confirm if upper age limit?
4. Mike – to speak to Alan re Business plan, website, BMT issues and slope by door
5. Linda – to agenda next month M G and Quorum.
6. Linda – to agenda next month – Admin Policy
7. Mike – any e mails from Emma at Echo re payment of invoice
8. Alan C/BMT – Front door adjustment please.
9. Mike – Chris T on line version of next film
10. Linda – Let Alan know agreement given to go ahead with replacement CCTV
11. Alan C – H R Policy update please
12. Terry Jobson – up dated I C O certificate needed
13. Alan C – Employer’s Liability Insurance certificate on display is out of date (1/11/22)
14. Sue – Check First Aid box

15. Linda – to arrange download of S/O's for Friends
16. Linda - end of May June rent request.
17. Linda – up date sub committee list when more information is available
18. Sue – arrange with Mike for Volunteers Policy to go before Trustees