

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 27th August 2020

Held by Zoom with Terry Jobson hosting

Present on line – Mike Davies (C), Sue Smith, Gemma Smith, Terry Joyce, Linda Davison(S), Viv Irvine, David Pymer, Karen Vassallo and Cheryl Roe (for first half of meeting).

Thank you to Terry Jobson for hosting this meeting.

Apologies – Roger Alluid, Sheila Chambers, Mick Kay,

Mike gave welfare report

Written reports for July - have been distributed

Minutes - agreed

Matters Arising – 2,7,8,9,10,11,14,15. completed

1,3,4,5,6,12,13,16. ongoing

Subcommittee updates – verbal and written updates given

Acquisitions	Purchase of a Rayleigh Hackney Carriage badge. Bid on Essex map (unsuccessful) Bid on Speedway jacket successful.
BUMS	See Report Today noticed oil under lift motor again. Lift service due September and will draw their attention to this. Windows to be done in stages but completed by Christmas. Website 'hits' have increased.
Coach Trips	Still awaiting Tutankhamen refund from Kirbys. April 2021 trip has only 3 seats left with waiting list depending on number regulations on coaches at the time.
Commercial Hire, Sponsorship and Newsletter	July newsletter issued and all printed copies distributed. Donation of £5 received from Jean F. to offset printed newsletter costs. Articles welcome ESPECIALLY from those who have not yet contributed.
Data Protection	Working on Track and Trace
Development	Accreditation – Viv has forwarded the email reply that we eventually received in May for our eligibility questionnaire to Beth Wilkey – new MDO, we need an up to date governance document on the website in order to complete the enquiry from Collections Trust, but we may need to send a new Eligibility Enquiry. Conservation/ cleaning of artefacts & cabinets before re opening- this must be done in line with procedures as outlined by Fay and on the course four of us from accession team attended in Southend. If it is not done correctly then we risk not being eligible for accreditation.

DVD 2020	Chris has “computer issues” so completion of DVD by Oct is now in doubt.
Echo Archives	Further newspaper binders loaned out and new volunteers also taking binders. Regular requests from Andrew Summers. New volunteer (Roger) helping Mike sort out storage unit, so an audit of binders can be held, and space allocated for Museum items as part of Covid reopening. May wish to purchase further shelving and plastic boxes to create better and more storage.
Events	No events or exhibitions planned for the rest of this year. Have done some filming for the windmill, just talking about objects from the Museum floor. This has been posted on social media. Filming was done outside to avoid having to wear a mask whilst talking. So far over 260 views. Perhaps something we could do at the Museum. Consideration being given to ‘Object of the Week’ on website.
Finance	End of year audited accounts will be signed off by Trustees in September. Managed to get the storage annual rental increase reduced. Bank account details given
Friends Administration	Membership now stands at 615 with further renewals still being received. We will be deleting computer records for non-renewals in compliance with GDPR
Publicity	More items in Echo and also in the Vision Rayleigh magazine. Updated High Street Notice board. Provided historical details of Rayleigh market to RDC. Refer Covid report.
Research	Viv has now copied by hand all of 1939 survey for Rayleigh & Rawreth. Now adding info from other sources and hope to liaise with Sandra soon to produce an excel database for research. From postings on ‘Rayleigh as it was page’, Have had 4 enquiries so far re men on or not on the WW1 photo and have been looking into those plus adding info to other postings. Thanks to Peter C, we have some interesting posts he has seen on Facebook Rayleigh as it was page. These will probably take up at least one accessioning session to print & catalogue.
Retail	New cabinet for smaller retail items has been received and will be unpacked & set up on 7 th Sept by Viv & Linda. Books will still be on display but in polythene bags so easy to keep ‘safe’ . We will be getting a card reader for retail, events & maybe even donations. Waiting to hear back from Alan C re his findings on the most suitable one for us. Payments over the phone may be possible using the card reader but if not, we have an alternative in mind. DS & stewards will need to be shown how to use reader & some may not wish to use them, same as at the moment some people will not use the till. Procedure for retail sales is still to be finalised.

Volunteers	2 new volunteers signed up (one steward and one accessioning). Sandra sends out monthly update which is well received. Refer Covid report.
Cheryl Roe RTC / RDC	If we see any Covid related issues in Town please let Cheryl know. Mill Hall re-open mid-October. Fusion sites now open. Remembrance Day - meetings / discussions still being held on this event.
Chairman's Actions	Met with the new Community Rail officer to discuss possible photos in station waiting room. Met with Chairman of the Evangelical Church to clarify and confirm Museum parking in view of Church closure (we are certainly okay for the immediate future). I have ordered the Museum wreath from the Rayleigh British Legion. Meeting with RDC to further progress photographic records in RDC civic suite.

Covid-19 Museum –

- Alan Clark's Covid-19 report circulated to all MG for perusal before the meeting tonight. Thanks to all the Covid-19 subcommittee for this detailed report.
- This will now be signed off and work with the relevant sub committees will commence prior to 'soft' opening of the Museum in October.

Administration Discussion Document

Mike thanked David for his report on the possibility of administration roles within the Museum and acknowledged that some members had replied to David with their thoughts and questions.

David gave a further resume of this report. Many questions were asked to help clarify his ideas. Doubts were expressed over duplication of work / shadowing which already takes place within the SC roles / another level of bureaucracy / volunteer time / no new volunteers coming forward.

David emphasised concerns over shadowing for some key roles and this was acknowledged.

The work previously undertaken by Ann and Terry (Jobson) relating to individual Job Descriptions, until Covid intervened, was touched upon and Mike will be having further discussions with David, Ann and Terry as to how this will now proceed

After a lengthy discussion, a vote then took place (Mike only had a casting vote in case of tie) Proxy votes given in some cases.

Recommendation 1 Yes 7 No 2

Against – said they agreed with shadowing in principle and, if David modified his recommendation to avoid duplication, then would be happy to be supportive. Still a lot more questions before final decision is taken by the Trustees.

Recommendation 2 Yes 5 No 4

Recommendation 3 Yes 5 No 4

All agreed David needs to work on the specific detail of the three recommendations taking on board the various issues and concerns that members expressed. David to give update at September and October MG meetings before formally taking his final proposal to the Trustees for their consideration at their meeting on the 18th November 2020.

To clarify, the decision as to whether the Museum proceeds with any aspect of this Admin Unit, will be the duty and responsibility of the Trustees. The task of the MG is to implement the decision of the Trustees.

Sue then made the suggestion the Administration SC (if formed) could perhaps concentrate on tasks like Documentation, Sustainability, Succession planning and Expertise. This will leave the day to day running of the Museum to the sub committees and avoid duplication of tasks.

David agreed to move forward on this idea and update his recommendations. This will be sent out (via Linda) with the Agenda 7 days before the next MG meeting.

POST MEETING – Mike is holding further discussions with David regarding these proposals and will send all members a note shortly.

Museum Diary –Actions required noted

Volunteers Hours Worked – 544

A.O.B.

- Linda asked if MG wished to change the date of the November meeting as the Christmas lights switch on was not going ahead this year.
- Mike says he has asked to be kept informed should an archaeological dig take place before development of the old Dairy site.
- No final decision has yet been made on the Mill Hall.

Date of the next Meeting – Thursday 29th September 2020 – by Zoom – 7.15pm for 7.30pm

ACTIONS

1. Mike – let Terry have photograph of speedway jacket
2. Terry – send to Beth eligibility questionnaire
3. Mike/Karen – Charity Commission report ready for Trustees
4. All – ideas on how to spend the £1,000 generously donated by E. H. in memory. (suggestions so far – a lectern for our speakers at the talks and Benefactors board)
5. Alan C – Clarify and advise on way forward for Accreditation within the Covid-19 remit.
6. David – to provide further information to the September M G meeting and it would be beneficial for David to provide a brief paper to be circulated by Linda with the Agenda 7 days ahead of the meeting.
7. Mike – September rent request to RTC
8. Mike – Speak to Alan C re Coversure renewal
9. Terry – Lift quarterly service due
10. Viv/ Linda – remember to change pictures in the Lobby
11. Linda – move November MG meeting to 26th November 2020
12. Mike – to discuss with David and update Ann and Terry (Jobson) on the job description issue.
13. Terry – to respond to Beth's email on Museums in Essex before the meeting on 4th September.