

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 26th August 2021

Held in the Museum

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

Apologies –Roger Alluid and Cheryl Roe and Karen Vassallo

Written reports for August - have been distributed.

Minutes of the meeting held on 29th July 2021- agreed

Matters Arising – 1,2,3,4,6,7,8,10,11,12,14,15 and 16 completed

5,9, and 13 ongoing see below

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>Actions from Previous Management Team: -</p> <p>Alan - BMT – any extra maintenance costings to Finance SC</p> <p>The additional maintenance costings should be as per previous reports: -</p> <p>Fire Risk Assessment £250 as and when PSL are able to highlight a date for us.</p> <p>Additional funding when we sort out insurance where we are covering our assets – due to have meet with Natalie in the next couple of weeks. Renewal will not be until 1 month before due date.</p> <p>Alan – update on tiling outside. Estimates to be obtained for two options: -</p> <p>Removal of present tiles</p> <p>Tiling above present tiles with additional requirement for the fire exit from the Snooker Club to be addressed.</p> <p>Additional Update report on the following: -</p> <p>Front door – final meeting held with contractor – door spec, colour and requirements all agreed awaiting date for manufacturing and installing.</p> <p>Rear Fire Exit gate – postponed for three months;</p> <p>Rear Fire Exit door – awaiting PSL for advice on whether to fit new door or retain the present locking mechanism but update to ensure it is effective and efficient and less likely to be insecure.</p> <p>Still awaiting Peak Security and their electrician – will chase with Martin and Louise.</p> <p>Retail lock on cupboard repaired.</p>
Coach Trips	Linda	Nothing further to report
Commercial Hire Sponsorship Newsletter	Mike	We received a number of suggestions regarding our new logo and rebranding of the Friends Newsletter, and I hope to send full details of our final deliberations ahead of this meeting (as soon as I receive) Please see separate item listed below.

		<p>Leigh (Everingham) has agreed to proofread future articles for our newsletter/magazine.</p> <p>We have 4 potential Commercial hires in Sept/Oct (3 from RDC)</p> <p>We are investigating the possibility of visuals on blinds facing the High Street (Sheila's idea)</p> <p>We will shortly start on the redesign of our leaflets, and other publicity items.</p> <p>Paul will produce the graphics for our new front door.</p> <p>Roger is investigating a new panel for our Benefactors Board</p> <p>Roger talking with all sponsors /newsletter advertisers re renewal.</p> <p>We have agreed a 50 p/c reduction for this year with Kirby's.</p> <p>Courts hard to contact.</p> <p>Paul happy to produce a Volunteers 5-year certificate (to our design).</p>
Data Protection		<p>I am in contact with the ICO to change our contact details from Mick Kay to myself.</p>
Development Accessioning Acquisitions	Viv	<p>Acquisitions – (Mike's report)</p> <ol style="list-style-type: none"> 1...10 items of ephemera relating to the Rayleigh Baptist Church 1930's. 2.. Louis Drive residents raffle ticket 1966 3.. photo of Browns carnival float. 4.. Order of Service for the Funeral of Reg (Alan) Byford. <p>Awaiting confirmation of documents etc from Derek Dowling.</p> <p>2 boxes from RDC. of Dutch Cottage tile fragments and also tiles and oddments(nails) poss. from Rayleigh Mount, plus ancillary papers and slides. I have yet to confirm from RDC whether they are for us to "look at"?? or as a gift. I have already declined as a "permanent loan".</p> <p>As we have a lot of paper items in the museum already, some of which are probably never looked at, we need to be very careful in future to not be treated as a "dumping ground" for groups who have nowhere to store things.</p> <p>We have bought some more Secol binders this month as the paperwork files are expanding.</p> <p>Anything acquired that is post 2000 will not be catalogued yet as we have a lot of much older (and more interesting) items to catalogue.</p> <p>Cabinet – new one due to arrive on Tuesday 24th, but I still have my fingers crossed.</p> <p>Accessioning – Now working through items in plan chest – this will take several sessions.</p> <p>All items in there have been marked on the back with drawer no (e.g. D2) they should be in so please make sure they are always returned to the right drawer.</p>
DVD 2021	Mike	<p>Chris(T) continues to work on the DVD, and we hope to meet with Terry (Joyce) shortly to further progress.</p> <p>No progress yet with my draft text!!!</p>
Echo Archives	Mike	<p>Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires.</p>
Events	Sue	<p>A date has now been arranged for the quiz afternoon/evening in the museum, which is Thursday 2nd December. We may need a volunteer to help on the day. Raffle and winners' prizes already arranged. Other details to follow.</p> <p>The Christmas tree will be put up during November.</p> <p>Arrangements have been made for the Heritage Open Days exhibition. The medieval feast will be displayed in the Regal room</p>

		<p>and the “Homefront” food and rations etc., will be displayed in the Bow window (thanks to Sheila).</p> <p>We are registered on the Big Weekend website. (18th / 19th September).</p> <p>The Tapestry exhibition has been taken into account as this will require a large amount of space.</p> <p>Accessioning at home and in the museum ongoing.</p> <p>With Linda did some clearing out in the lobby and around the museum as some areas looking very cluttered.</p> <p>Took a large bag of rubbish home.</p>
Finance	Mike	<p>Annual Accounts provided by Karen presented and approved by Trustees at recent Trustees meeting. Now with the independent auditor ahead of final approval of the Trustees in Nov and then submission to the CC.</p>
Friends Administration	Mike	<p>Membership currently approaching 575 with further renewals received, with reminders sent out with July Newsletter.</p> <p>Further(final) reminders to be sent out soon.</p>
Publicity	Mike	<p>Further articles in the Echo, and Rayleigh Times. Thanks to Peter C for his further help in researching the photos</p>
Research	Viv	<p>We need to find someone to help with research on WW2 casualties. Gemma has details from CWGC but no access to Ancestry etc. to get more details on them. Aim to have ready for 2025 anniversary.</p> <p>I will contact Sandra & Peter E for email to volunteers & Friends.</p>
Retail	Viv	<p>Sales have been increasing since we reopened. Helped by booksale which accounts for more than half of the total sales so far.</p> <p>Smaller bookcase has been put in the lobby to hold more books.</p> <p>We have received some new wooden toys, most of which are already on sale.</p> <p>Also due a delivery this week of more key rings, poppy items etc .</p>
RTC	Cheryl	Nothing to report
Volunteers	Mike	<p>We have agreed to open for 2 days a week in Sept increasing to 3 days a week from October</p> <p>Volunteers ‘social’ to be arranged ahead of Christmas. Scheduled for Sunday 28th November.</p> <p>Further ongoing training planned later in the year as required and requested.</p> <p>Visitor numbers remained low this month and I do not expect pre covid footfall to return till next year, although Tapestry exhibition should help increase footfall. It has been clearly established that the presence of a volunteer outside the Museum whilst we are open has a significant impact (increase) in our visitor numbers.</p>
Website and social media	Gemma Terry	900 hits for book sale.
Chairman’s Actions	Mike	<p>Further updated posters inside Railway station, outside station, and both notice boards in High Street.</p> <p>I attended the RDC Chairman’s annual garden party at the Lawns.</p> <p>I have been invited to the RDC annual carol service in Dec.</p> <p>I have been invited to the RDC Chairman annual dinner in March.</p> <p>Final arrangements in hand for the “BIG Weekend “heritage walks, and I am awaiting details of applications.</p> <p>Southend Museums have now visited Copt Hall to view the timbers but are yet to decide what to do with them (and whether we can have them)!!!!</p> <p>Heritage Fun run a success, trophy now engraved and arrangements in hand for next year’s event (poss. March).</p> <p>Alan Clark has offered to lay our wreath at the Remembrance commemorations (Terry Jobson to do so in 2022). I am still</p>

		<p>awaiting more volunteers for stewards (to date David P, Eddie D, and myself).</p> <p>Car Parking at Evangelical should be ok till Spring 2022.</p> <p>I am in discussions with the Evangelical to hold a” peculiar” exhibition at the Church ahead of sale.</p> <p>Usual number of generals enquires from various sources.</p>
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Logo and Newsletter re branding: - A discussion took place on the new Museum logo and rebranding of the Friends Newsletter.

All were very complimentary on the new design - Thought it looked very professional and more modern. Will also help retail to move forward with new purchases etc. However, concern was expressed over one of the chosen colours – the blue. Happy with the brown and orange but the majority of the M G felt that green would be better to go with the brown / orange and the deer design. (Forest, woodland colours). Blue associated with the seaside and we are not that.

The M G would like to understand the professional reasoning behind the choice of the colour blue.

The M G also expressed concern for the number of changes that would have to be made in the Museum if the blue colour used. Changes to the stationery acknowledged as being needed, but the concern was for the other items e.g signage boards outside (cost nearly £1800) Sponsorship / Benefactors Boards and internal painting. The cost to update all these, even if done over a period of time?

New door – colour?

Could the M G / Trustees have been given a choice of two colour options? This would have then been put to the vote of M G / Trustees and the majority decision given reached to go ahead.

On the rebranding on the Newsletter.

The idea to call a ‘magazine’ good and the price added makes Friends feel they are getting value from their membership.

But again, the colour blue is an issue – this colour relates to the seaside and with the name Broadway Times, believe people will think it is linked to Leigh on Sea or Thorpe Bay. Both seaside areas with known Broadways!

Front of house volunteers know that many people who receive the newsletter electronically do not print it off because of the amount of colour ink used.

Is there a way the design could still use the chosen block colour – say just in the lettering and perhaps a border of the same colour with a paler background? Would this help cut our printing costs?

Will people understand the use of Broadway Times? Know you think it could be a topic of conversation but, for most people, it does not readily relate to Rayleigh.

Why some design inside the lettering?

The title ‘Broadway Times’ was put to a vote - 5 voted against and 1 voted for this new title. A majority suggestion was then put forward for the ‘Rayleigh Discovery’.

So what is the way forward? Process to go through to make a final decision?

M G / Trustees to ask Paul and Roger, in their professional capacities, to advise us on how the decision on Name / Colour reached. To be item on Agenda for September.

Covid-19 -Museum will open Wednesdays and Saturdays in September. Also, open Fridays from 1st October as we will have the Tapestry on site then. Decision made that masks should be worn in the Museum for the foreseeable future. Ventilation is still required and windows to open are marked.

Rochford District Heritage Tapestry Exhibition: - Will take place in the Museum between Wed 29th September and Wednesday 27th October. There will also be a number of private viewings which are still being finalised. When schools reopen – contact to be made with them to see if likely to view. Official opening Friday 29th September at 10.00am. A ‘Civic’ function will take place on Thursday 28th October in the evening.

Planning to clear Museum from 25th September and collection of Tapestry from Rochford on Monday 27th September. Development S C will prepare final arrangements.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 892

A.O.B.

- Linda asked if the Dutch Cottage plans and photographs given to Ashley for the model could be returned to the Museum
- Sue will be attending the Museum’s Essex AGM
- Mike – RDC Spatial options. Museum to respond to Heritage issues. Meeting arranged for 3rd September
- Events – Mike Fogg would be interested in giving a talk on the Moot Hall at Maldon.
- Sue mentioned moths found in Museum

Date of the next Meeting – Thursday 30th September 2021 in the Museum. – 7.15pm for 7.30pm

PLEASE note change of date – for October. Now Thursday 21st October and following on from this the November meeting will now remain at Thursday 18th November and December meeting, Thursday 16th December 2021.

ACTIONS

1. Sue – Ask Fay for advice on moths in the Museum
2. All – Gemma needs help from Volunteers / Friends to access Ancestry and Find my Past to research WW2
3. Gemma – Newsletter article re WW2 research for 2025 anniversary.
4. Viv – contact Sandra and Peter E for e mail to volunteers and Friends re No 2 and 3.
5. Sheila – to contact primary schools re Tapestry exhibition visits on Mondays/Tuesdays and Thursdays.
6. Mike – to arrange for a member of the Tapestry team to be present when schools visit
7. Mike – details of individual panels to Gemma / Sue ready for Facebook and to Terry for website.
8. Mike – to ask Peter C to also help out on Monday 27th with collecting Tapestries
9. Mike – to remind Alan C re Coversure due 1st November 2021.
10. Linda – BMT remind quarterly lift service due.
11. Mike – September rent request
12. All – any event details for newsletter by mid September.
13. Mike – to speak to Ashley re Dutch Cottage plans
14. All – Heritage response to RDC Spatial report - meeting 3rd September at 9.00am if you wish to attend.
15. All – to note revised dates for MG until end of year
16. Sue – e mail Sandra and Peter E details of the Quiz
17. Linda – Agenda item September Logo and Newsletter.