

## Rayleigh Town Museum

### Management Group - Minutes of Meeting, Thursday 25<sup>th</sup> August 2022

#### Held in the Museum

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

**Apologies** –None

**Written reports for August 2022-** have been distributed.

**Minutes of the meeting held on 23<sup>rd</sup> June 2022-** agreed

**Matters Arising** – Actions completed – 4,5,8,13,14,15,18 – 28 Ongoing see actions 1 – 3, 6,7,9 – 12, 16,

**Subcommittee updates** – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	No written report received but Alan attended the meeting and the following points were raised. Castle timbers – arranging quote. Re decoration of internal part of Museum looked at under 5 year term of the lease. Certain areas identified needed attention and will be dealt with by BMT. Looking into Fire regulations update and Health and Safety Policy. Discussion took place on the alarm system and how we can move forward. New website update given – Studio at 7. Community web designer. Cost to set up £300.00 and to Host £63.00 Agreed by M G .
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	Further magazine articles required for the Oct edition (on or before 1 <sup>st</sup> Sept please) especially from those who have promised in the past and not yet produced.!! New authors always welcome. I have visited all the Magazine, and room sponsors and am in discussion with them re renewals and other ways we may be able to assist, with possible new streams of income. I am talking with Lovely Libby's about sponsorship of the Bow window. A Commercial hire of the Museum has been agreed with the WEA for Jan/Feb/Mar 2023. (10 sessions) I am working with Peter Everingham on updating the displays inside a waiting room on the station platform. I am working on a new "publicity" card with Paul Middleditch (no cost to the Museum for either design and/or printing). Further updates due to the Notice Boards in the High Street. Further articles in the Echo and Rayleigh Times to promote the Museum.
Data Protection	Terry Jobson	No update
Development and Research inc Accessioning	Viv	We started work on an album of Rayleigh Town FC newspaper cuttings this month. It is a very good example of why sellotape should not be used on items like this! Or goal is the preservation of the articles etc and to get it to where it can be looked at without further damage. It is one of many items that need some degree of preservation and will take the group most of the month to complete the work. <u>Accreditation</u> I hope to have the Collection Development Policy completed so that it can be approved by the Trustees meeting on 31 <sup>st</sup> August. We are still trying to find a company that can manufacture the framework needed for the timbers.

		<u>Research</u> Alison is working on WW2 Roll of Honour for remembrance and I hope to have completed typing & printing the 1939 survey by November.
DVD 2021	Mike	I plan to have meetings with Chris Taylor in Sept to progress and hope !!! for issue before Christmas.
Echo Archives	Mike Eddie	Further requests from local authors and the Echo themselves to borrow binders from storage.
Events School Liaison	Sue	<p>The quiz is now completed and has been proof read by Sheila. Trevor has confirmed he will be our quiz master. Tickets are already selling. (20 sold to date)</p> <p>Alan Clark has confirmed 23rd October for his talk.</p> <p>Trevor Cocks has also confirmed 11am to 3pm on the 6th November. There will be a charge for this event of £3 for adults and £1 for children. This is a trial to see if this kind of event is popular.</p> <p>To date I have had no further details of the Hadleigh Fire Station event or indeed any confirmation.</p> <p>The Mill Hall event will I understand be 2 tables, one for events and one for retail. Dates for the different exhibitions up to Christmas are all in hand. Sandra will send out details to the volunteers in the next newsletter.</p> <p><b><u>Accreditation Update</u></b></p> <p>Cataloging and conservation continue.</p> <p>I have attended the Seven Steps to Managing Hazards course. Notes of this have been sent to the museum computer, and we should shortly be receiving a chart which is being circulated to all museums.</p>
Finance	Linda	<p>The draft budget/statement for the end of year 30<sup>th</sup> June 2022 has already been sent out in advance for all to read before the meeting.</p> <p>The budget for the financial year 22/23 has been set and discussed at length. We are mindful that we no longer have any Government grants for Covid and our donations/events/ coach monies are not back to pre-pandemic levels.</p> <p>In order that we can budget in more detail, The finance SC have decided that the £100 permitted spend request will now be reduced to £50 from now until further notice.</p> <p>Our concern is the rising cost of energy and we have factored this into the budget thanks to the help from Peter C.</p> <p>All sponsorship requests for payment have now been sent – that is for the Magazine and for the three rooms. There is a weekly hire in the museum in early 2023.</p> <p>We should know the situation regarding the church car parking by the end of this month.</p> <p>Bank account details given verbally.</p>
Friends Administration Inc Coaches	Linda	<p>Membership stands at 577. All non renewals have been sent reminders. In line with GDPR any non renewals at end of September will be removed from the data base.</p> <p>Coaches – we have 31 for the trip in September to the Weald and Downland Museum. So far, the December trip to RHS Wisley glow evening has been poorly supported and a decision will be at the Friends SC in September whether to cancel.</p>
Retail	Viv	<p>We have bought some new display units for retail, arranging items on them etc is still ongoing.</p> <p>New items for sale are now on display and more are in the 'pipeline'.</p>
RTC	Cheryl	<p>This year's Trinity Fair very successful. Next year's date is 11<sup>th</sup> June 2023.</p> <p>Xmas Lights now approved – 24<sup>th</sup> November 2022.</p> <p>Anglia in Bloom results due 7<sup>th</sup> December 2022</p>

Volunteers	Mike	Further ongoing training planned as required and requested. Further Volunteers heritage walks later in the year. New members of the subcommittee (Dawn Jolly and Philip Rotheram) Several applications received for new volunteers
Website and social media	Gemma Terry Joyce	No reports received
Chairman's Actions	Mike	<p>I continue to assist the Rochford Town Team moving the tapestry display around the district for short term exhibitions. The tapestry moves into the Mill Hall when it initially reopens for 6 months from the 11<sup>th</sup> of Sept. I am in discussion with RDC regarding reprints of some of the Museum leaflets to help further promote the Museum. RDC to cover the cost. I have received several comments from RDC appreciative that we are willing to assist other heritage groups within the district (and Southend)!!!</p> <p>I continue to liaise with the Evangelical Church as to when we will no longer be able to park cars at the Church. I have been informally advised that this will be the end of Aug, but I am still awaiting confirmation.</p> <p>I attended the recent meeting of the RTC Communities Committee.</p> <p>The Museum have been invited to the Institution of the new Rector at Holy Trinity. I have accepted</p> <p>I am awaiting delivery of our Wreath for this year's Remembrance event and would like a member of the MG/Trustees who has not laid it previously to do so.</p> <p>I have been invited to attend the flag ceremony on Royal Naval day by RTC.</p> <p>I am working with the Community Rail partnership re the text for a "talking bench" in the Railway Garden.</p> <p>We have received an invitation to the AGM of the Essex Heritage Trust (6<sup>th</sup> Sept), but nobody is avail.</p> <p>I have been working with RDC on some promotional leaflets in time for the reopening of the Mill Hall.</p> <p>I am working with Frank Nash (rayleigh lanes) and PIM re new tiling outside the Museum.</p> <p>I am working with Eddie Dray re the possible replacement of Milestone 34 in the High Street.</p>

**Car Insurance** - A volunteer highlighted the need to ensure adequate cover on own car insurance when volunteering and perhaps transporting museum goods. To be mentioned at Vols SC.

**Events and Retail** – confirmed that retail will arrange sales, as required, for all events

**Clothing while on duty** – It was confirmed by this M G that shorts are not to be worn while on steward duty in the museum.

**Suggestion Box** – Some suggestions received – discussed – and decisions on spreadsheet.

Suggestion	Replies
When taking bookings from 3rd parties for use of the RTM - take a deposit (say 25%)	Based on goodwill, no money would be lost
Have one of those advertising flags (as in those that were outside the new Tesco store) outside when open	considered and rejected
When we post something on Faceok - add more info on what we have to offer  I often add detailed information to RTM Facebook posts (several volunteers have said to me "what a good idea")	Noted. Mike will discuss

Management to review on-line tourism review sites (how is the RTM being rated by those who leave comments?)	noted and frequently monitored
When was the last time anybody looked at them (e.g. TripAdvisor)?	
Clear out/date the second hand books as we are gradually building up quite a store (some just won't sell)	This is already done
Add a date to the inside cover to indicate when put out	
Review (say every two months) and remove any not sold (charity shops do this)	
Our second hand books include some topics that will (in my opinion) never sell - review subjects/topics offered for sale	noted
For example -we have a 1987 bus timetable (unlikely to sell?)	
Carry out an analysis of visitor numbers (say over a month) to identify peaks/troughs	discussed. Trial for one week although similar analysis has been carried out on previous occasions. Sheila will do.
Record for each of the three days we are open: +School Holiday (yes/no) +Bank Holiday (yes/no) +Adults +Children +Time slots for the above: +10:00/11:00 +11:00/12:00 +12:00/13:00 +13:00/14:00 +14:00/15:00 +15:00/16:00	
Invite donations for "walking tour refreshments" - we may have missed a trick	This is already done
Have a simple/light hearted sign, or I am happy to say £10 each as a joke....that will actually prompt some to make a small donation!	
That a simple cost/benefit analysis is carried out on relevant RTM spend to identify the pay-back period (say over £50).	This is already done
Should spend be agreed if there is not a clear and quantifiable benefit?	
Will be exceptions, for example health & safety or data protection spend	
Offer attendees the chance to provide feedback afterwards (e.g. town walks)	system in place
Volunteers be seconded onto the Volunteers sub-committee (say 2 that rotate every 6 months)	No already 4 members of Vols SC
Re-introduce "non-lift" opening sessions	In hand - but due to the current condition of the path to the side of the building not currently viable.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – July - 1069

August – 893

#### **A.O.B.**

- Sheila has Scout/ Brownie groups visiting in October
- Karen has archive boxes to go to storage – Sue will arrange to collect
- Mike asked for volunteer to lay the wreath this year – Gemma will do.
- Mike mentioned stakeholders meeting in Mill Hall 7<sup>th</sup> September.

## **ACTIONS**

1. Alan – Quote for castle timbers
2. Sheila – blinds o/g
3. Viv – 9 and 10 ongoing
4. Mike / Alan – to look into grants for redecoration one year on.
5. Alan – Health and safety policy update
6. Sue / Sheila – storage check Southend Standards
7. All – raffle prizes still needed please.
8. Sheila – re send Booking form for schools to Terry for website.
9. Terry Joyce – please add the above to website.
10. Alan – update Fire regulations – new folder may be required.
11. Alan – to proceed with new website
12. Alan – send Sue photo for Poster
13. Alan – Trustee report to Karen asap.
14. Karen – When no 13 received arrange for all to be sent out with accounts
15. All - articles still needed for October magazine
16. Mike – take to Vol SC – Lights switch on and museum opening
17. Alan – to investigate with Peak security our options after our discussion on the alarm system
18. BMT – to consider changing security codes on locks
19. Mike – mention at Vols SC – car insurance cover while acting as a volunteer.
20. Mike – ask Sandra to mention in the Monthly Vols newsletter – thank you for suggestions.
21. Linda – September rent request from RTC
22. Sue – to collect archive boxes from Karen