

# Rayleigh Town Museum

## Management Group Minutes of Meeting Thursday 17<sup>th</sup> December 2020

### Held by Zoom with Terry Jobson hosting

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

Thank you to Terry for hosting this meeting.

**Apologies** –Roger Alluid, Terry Joyce, and Mick Kay

Before the meeting commenced a period of silent reflection was held in memory of **Spencer Welsh**, a Trustee, and **Ernie Lane**, a good friend, of this Museum. Our thoughts are with their families at this time.

**Written reports for December** - have been distributed, when received in time.

**Minutes of the meeting held on 26<sup>th</sup> November 2020** - agreed

**Matters Arising** – 1, 3 (Cupboard 10),4 (Use same OEF form mark digital),5,6,7,8,9,12,13 completed

2,10, 11 and 14 ongoing,

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

Sub Committee	Chair	Monthly Update in addition to SC reports
Acquisitions	Mike	In discussion regarding possible photo acquisition (Frank Harrison archives). Further discussions with Southend Museums re NT timbers. Awaiting meeting with Evangelical Church re possible PP archives.
Building Maintenance	Alan	Issues that we have completed have been: <ul style="list-style-type: none"><li>• The Window Project has now been completed by Bakers of Danbury and we are now awaiting the Invoice so that we can pay it and complete the report to Trustees and Management. The total cost has come out at £5736 and we shall claim the £5000 grant from Essex County Council leaving £736 to be found by the Finance Group.</li><li>• The Lift Service that had been arranged was done and liaison has now been made with the service engineers for subsequent services.</li><li>• We have now had the fire alarm six-month service completed and are awaiting the invoice for payment. Cost of this was £150+VAT – there is an issue with two of the fire extinguishers and these need replacement at a cost of £112 + VAT.</li><li>• The alarm system was in need of attention and two visits have been made by Peak Security. It would appear that one of the sensors is faulty and in need of replacement. This faulty sensor has been removed from the system. In addition, following the PAT testing by David Harris it was discovered that the CCTV system had been wired into the rear of a socket. This is to be rectified by Peak Security as soon as possible.</li></ul>

		<ul style="list-style-type: none"> <li>The BUMS Sub Committee has now been renamed the Buildings Maintenance Sub-Committee and a review will be carried out as to the responsibilities the Sub Committee deal with. It is hoped that Peter Chubb and Paul Middleditch will remain on the group but a discussion is taking place on Thursday 17<sup>th</sup> in the morning.</li> <li>The insurance has been completed with Natalie at Coversure and the coverage for this year agreed. A review of the insurance cover will be carried out over the next year and agreement sought from Management to ensure renewal is completed earlier than this year.</li> </ul> <p>I have had regular contact with Kamilla from Pizza Express and she has advised me that she will be in the building every Monday during Lockdown between 11.00 and 14.00 hours.</p>
Coach Trips	Linda	Nothing further to report
Commercial Hire Sponsorship Newsletter	Mike	January 21 Newsletter on schedule (possible second week January). Meeting with Roger in January to discuss various sponsors/commercial/benefactors/newsletter adverts, etc.
Data Protection	Mick Kay	Keeping an eye on Brexit to see if affects GDPR. Track and Trace details are being shredded after 21 days. About 10% of visitors using QR code. Friends membership data now deleted for all those not renewed this year.
Development Accessioning	Viv	4 days were spent by several volunteers in Museum cleaning and putting cabinets etc. back where they were before Bakers started on windows. I'm sure we will have to do it all again soon as dust begins to settle again but the Museum did seem warmer and less drafty. I hope to be able to start up accessioning again in New Year and may even try for 1 session a week! I'm sure Mike has acquired at least one new artefact this month that he will tell us about.
DVD 2020	Mike	No update since last report.
Echo Archives	Mike	We have disposed of some duplicate binders to Andrew Summers with Echo agreement. A number of requests to borrow binders (to include the Echo)
Events	Sue	Beagle exhibition ongoing. Bow window display by Sheila. Typing work Sandra is doing – possible future talk.
Finance	Mike	Further Covid payments received £2500, thanks to Karen. Possible fund-raising evening at Marcos bar (after Covid) Both Income and Expenditure within our budget projections. Formally applied to RTC for renewal of grant for 2021/22(to be confirmed by February) Bank account details given.
Friends Administration	Mike	Membership currently 637. Held review of membership rates at last SC and recommend to MG to retain at present levels. Try and encourage more electronic communications (newsletter) than by paper. Recommend 15 months for 12 offer as previously from February 2021.

Publicity	Mike	Met with Marcos bar re possible publicity. Discussions with railway re posters in waiting room. Discussions with Community Rail Partnership re poss. heritage train to Rayleigh in summer 21 Arranging further articles for Vision magazine. Updated info in our 3 notice boards around town. Initial discussions with Southend Museum service re possible exchange of publicity and events on ongoing basis,
Research	Viv	Work has been carrying on typing up reports from the newspapers.
Retail	Viv	Selling Christmas Cards. books etc as 'click & collect' has been quite successful and we have sold £55 worth of cards and books in November, £12 so far in December before re - opening.
RTC	Cheryl	Lights were switched on in the High Street on 26 <sup>th</sup> November. Best dressed window – Bentleys. Pub display Spread Eagle and Charity shop PHAB. Free Saturday morning parking in December. All Tier 3 (at time of these Minutes) Big Issue – be aware of rogue sellers. Do not give money unless badge says Rayleigh Mill Hall – was going to stay open pending new build but Covid has forced closure. May be able to bring date of new build forward.
Volunteers	Mike	Not the easiest month for volunteer stewards/DS due to COVID-19, confirms correct decision to only open 2 days a week. Further review to be undertaken before deciding Jan Rota.
Website and Social Media	Terry Joyce	Please see report attached.
Chairman's Actions	Mike	Further communication with RDC/ECC re archeological dig at old Milk Depot. 10 volunteers from our Friends group. Exchanges with RDC re possible 400 <sup>th</sup> anniversary of Dutch Cottage in 2021. I had to advise not 400 <sup>th</sup> anniversary. Heritage run confirmed for March 2021(Covid permitting) Brief exchanges with RDC/RTT re Tapestry display (delayed by COVID-19) Meeting with "The Cultural Engine "re various heritage issues. Assisted Alan with supervising window refurbishment Attended Environment meeting (Zoom) with RTC. Dealt with a number of colleagues' welfare issues. Visited Museum, twice, in the early hours (1am and 4am) to deal with faulty alarm!!!! Further research ongoing re both Mill Hall and Civic Suite (to be copied to Research sub when complete). Several visits to storage unit (with Ray) to continue tidy up. Much more to do.!!! Thanks go to Ray for all his help.

**Covid-19** - A lot of time spent by several volunteers to clean the Museum prior to reopening on 9<sup>th</sup> December. Thank you to everyone who helped. Museum now closed again until at least the end of December maybe longer.

**Museum Diary** –Actions required noted – Diary to be re vamped for 2021 to allow for various new issues following Covid.

**A.O.B.**

- **Sue** - HODS open days theme to be 'Edible England'.
- Attended Caring for Photographs course – information to RTM Computer
- Have Heritage Education Group meeting in January
- Attending Collection Care in Lockdown course 14<sup>th</sup> January 2021
- Spectrum 5 course – good information – to RTM computer
- **Viv** – 'Rayleigh as it Was' page (Scott) interested in doing Calendar of Rayleigh with RTM
- **Sheila** – Display of say RTM logo or heritage site on the blinds facing outward to the road
- **Mike** - It is with great regret that I have to advise that Terry Joyce has decided to stand down from his roles as member of the Management Group and Museum Trustee.

The whole of the Management group would like to express their grateful thanks to Terry for his significant, and substantial contribution to the success of the Museum and the key part he has played in a number of roles.

We hope that Terry will still be able to take part within the volunteer group as the Museum further evolves.

- As a result of the above, Alan C will take over as Chair of the renamed Building Maintenance SC.
- Gemma to investigate taking over the Website and Social Media work
- Other Policy decisions will need to be made on management of keys and passwords.
- One entry for the Benefactors' Board – now refer to Signwriter.
- Discussion with Southend Museums re N T timbers update
- Have Zoom meeting next week with Rob Sharp at Southend Museums re sharing Heritage and Tourism issues.
- MODES AGM – 15<sup>th</sup> January 2021.

**Date of the next Meeting** – Thursday 28<sup>th</sup> January 2021 – by Zoom – Karen or Terry to host – 7.15pm for 7.30pm

**ACTIONS**

1. Mike – Arrange Zoom host for January 2021 meeting
2. Linda – revamp Diary and check new dates with Alan C.
3. Viv – OEF form obtain 2018 version
4. Viv – After Dev SC meeting, send Mike document re transfer from RTTLG
5. Linda – update Sub Committee list as far as possible
6. Viv – Arrange Development SC for New Year
7. Mike – Check if Cheryl's RTC report has been circulated to all the MG.
8. Mike – Ask Terry re computer security renewal now due
9. Mike – to mention to Alan / Terry Projector maintenance now due.
10. Mike – to contact Terry re Gemma to have access to the website please
11. All - Policy decision needed on passwords and keys.
12. Mike – to discuss with Harmony Blinds and RDC re Sheila's idea for the Museum blinds. Update MG next month.
13. Mike – Benefactors' Board to be updated.
14. Viv / Linda to look at goods for sale on Website.
15. Mike – MODES AGM – ask Peter Chubb - if not to MG to see if anyone can 'attend'.