

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 25th February 2021

Held by Zoom with Terry Jobson hosting

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

Thank you to Terry for hosting this meeting.

Apologies –Roger Alluid.

Written reports for January - have been distributed.

Minutes of the meeting held on 28th January 2021- agreed

Matters Arising – 6,7,9,10,12,13,14,15,16,19 and 20 completed

1,2,3,4,5,8,17 and 18 ongoing see actions

11 referred to Research SC

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update in addition to SC reports
Building Maintenance	Alan	<p>The building maintenance team have continued to monitor the various elements subject of our weekly regime.</p> <p>On Tuesday 23rd February 2021 there is a zoom meeting between Mike, Viv, Linda, Sue and Alan to consider the implications of the changes between Buildings, Utilities, Maintenance and Social Media Sub-Committee and the new Buildings Maintenance Team. This re-organisation has been implemented since Terry Joyce as Chair of the BUMS Sub-committee left and the Chair of the new Team was introduced.</p> <p>Incident – Following a substantial cold spell including up to 10cms of snow a problem occurred with the Heating Boiler in the Museum and from the datalogger it would appear this occurred around the 6th/7th February 2021 where the boiler cut off. Over that spell of the following few days before Thursday 11th February when the problem was discovered the temperatures in the museum fell to -5 degrees. We were able to contact Alan Pollitt who attended accompanied by Peter Chubb and it was discovered that the only issue it could be was the sensor had failed. A new one was replaced on Saturday 13th and the heating was returned to operation. The museum was left and then on Sunday I was contacted owing to a major gas leak via the flue where a substantial reading of unburnt gas was detected. Cadent were apparently about to force entry to the museum. I attended and liaised with the gas engineer with the result that the gas meter was sealed off and a test of the boiler by the engineer showed no apparent gas leak. Alan Pollitt was again contacted and he rectified the issue following another visit with an analyser to determine the amount of unburnt gas exiting the building via the flue. It would appear that because of the fact the boiler had cut off an amount of ice had built up within the system. I can report that the boiler has been rectified and everything is working fine now. Alan very kindly carried out the work FOC. Thanks to Alan.</p>

		The only other issue is the battery in the Defibrillator door alarm has been changed and the old broken display case (8) has now been removed for disposal to be replaced on Monday 22 nd February 2021 bought with a grant from Councillor June Lumley.
Coach Trips	Linda	All potential customers for Southwold trip now informed cancelled for this year. Our deposit to the Historic Houses Assoc has been held over to next year. May be able to resurrect RHS Wisley Glow evening trip for December. Interest already expressed by several members should this go ahead. Too early for any decisions here.
Commercial Hire Sponsorship Newsletter	Mike	Roger contacting sponsors to update re the Museum, newsletter adverts etc. Thanks to a number of colleagues for items for the newsletter. More welcome by the end of the month please.
Data Protection	Mick Kay	Update next month. Mick requested up to date list of Trustees / MG contact details.
Development Accessioning Acquisitions	Viv	Acquisitions - No purchases so far this month. No provenance received on piece of V2 rocket so not bought. Postcard advertised on line is one we already have. Accessioning & accreditation. – both Sue and I attended a Zoom coffee morning on 19 th Feb about updates on accreditation. We have another zoom session in March. Once the constitution has been updated and is online, we can look at re sending an eligibility questionnaire. Sue and I are both continuing with accessioning at home and 4 of volunteers are transcribing newspaper reports. Thanks to an offer of a further grant from ECC we have now had some conservation equipment delivered and hopefully a new cabinet delivered today (Monday)
DVD 2021	Mike	No update
Echo Archives	Mike	More research undertaken leading to a number of newsletter articles.
Events	Sue	Emails have now been sent to the Friends and the Volunteers regarding the online quiz, which will take place on Friday 26 th February. Thanks to Terry Jobson for organising and hosting via Zoom. Gemma and I continue to post regularly on Facebook and interest is still high. I've attended a Share East Fundraising Training course and also the Accreditation Update Coffee Morning. Trustees meeting and typed up the minutes. After a visit with Viv to the museum to empty cabinet 8 and pack away the PEL delivery, I now have a further Secol box to accession. The Town Shows box is now finished and updated.
Finance	Mike	Over £900 collected to date re Ernie Lane's funeral. I will shortly be speaking with the family regarding what to do with these monies. Donation of £250 from A R (not the 1 st one) £1,000 donation from Jill a bequest from Spencer. £20 donation from PayPal. More Covid monies from the Government (via RDC) Further £2,000 grant received from ECC via Cllr Lumley. Bank account details received.

Friends Administration	Mike	Membership currently 639. 15 for 12 months offer now open. Friends incentive for reopening of Museum – 20% discount for the first 6 weeks on retail items purchased in the Museum. Derek and Barbara Bill undertaking an index of the Friends Newsletter from Launch.
Publicity	Mike	Change in distribution with Rayleigh Vision magazine to now include Wickford so fewer articles from ourselves. Not sure if Rayleigh Times still issued? Does anyone know? More articles on social media and website.
Research	Viv	Several projects are ongoing on various subject
Retail	Viv	Two small retail sales this month, books to Terry Joyce and a keyring to me. We feel that a refresher course in till use etc along with other museum work may be needed before we re-open
RTC	Cheryl	RTC declined request from Hatton Events to bring back the Trinity Fair this year – schedule does not allow. Hope to have Christmas lights switch on in November. May elections going ahead. Purdah from 19 th March 2021. 17 th March 2021 – webinar for Rayleigh Mill development. Budgets set for next year. Car park fees – small increase but not for all day and first hour.
Volunteers	Mike	Sandra still sending out excellent monthly vol info sheet. Details of Museum reopening still unclear. S C meeting early April.
Website and Social Media		See Gemma's Social Media attachment When requested, Terry putting information on the website. Website will eventually need a revamp.
Chairman's Actions	Mike	Dealing with the usual high volume of enquires on a range of Rayleigh related issues. Enquiry from the Deputy Lord Lieutenant re a potential Rayleigh resident (details in next newsletter). I am working with RDC on Project ZOOM (to include Rayleigh properties). Met with relatively new officer from RDC (Weronika) in the Museum who is keen to find out more on the history of Rochford. Gave a Zoom talk to the Rayleigh 41 club.

Covid-19 - Under new regulations – Step 3 allows for Museums (inside) to reopen from May 17th 2021. Possible soft opening from early June depending on a number of factors. Volunteers SC meeting early April to plan arrangements.

GDPR/Museum Computer – Ongoing. MK to update at next meeting

Museum Diary –Actions required noted – Diary being revamped following meeting of 23rd February.

Volunteers Hours Worked – 538

A.O.B.

- Sue – Attending Essex Museums AGM Friday 26th February 2021
- Sue – Attended Windmill Meeting 24th February 2021
- Sheila – Has idea to set up a Resource Unit to use in schools beginning with a local history unit which could include copies of documents, photographs, school log books etc. It would be a taught activity and could be used in the Museum or in school.

- Mike – Benefactors' Board – Mike to approach Alan Pollitt (Plumber) to see if he would like his name added to the Board as he has done considerable work in the Museum F.O.C.
- Mike – Heritage Fun Run to maybe run during the summer. (normally takes place early March and finishes in the Museum)
- Mike – E L donation - suggestions received and family being consulted.

Date of the next Meeting – Thursday 25th March 2021 – by Zoom – Karen or Terry to host – 7.15pm for 7.30pm

ACTIONS

1. Linda – Diary update
2. Mike – Succession planning for chair of MG – to take forward please
3. Viv – to arrange Dev S C meeting
4. Linda – new up to date list of Trustee and M G contacts
5. Viv – send Sandra an e mail for note in Vols newsletter asking for DIY help for Dev SC.
6. Sue – Accreditation meeting in March – to update MG please
7. Mike – to speak to Terry re updating the Website please
8. Viv – send over opening and closing procedures to Linda
9. Mick – to phone all Trustees and M G re: passwords and computer access
10. Mike – rent request from RTC
11. Events SC – article for newsletter on the Quiz
12. Events SC – Heritage Open Days – Register when open
13. Sheila – Update on Resource Unit with a view to being available from September
14. Mike – Speak to Alan P. re name to go on Benefactors' Board.