

## Rayleigh Town Museum

### Management Group - Minutes of Meeting, Wednesday 2<sup>nd</sup> March 2022

#### Held in the Museum

**NOTE** – Meeting moved from 24<sup>th</sup> February 2022

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

**Apologies** –Karen Vassallo, Roger Alluid and Cheryl Roe

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

**Minutes of the meeting held on 31<sup>st</sup> January 2022**- agreed

**Matters Arising** – Actions completed.1,2,3,4,6,7,8,9,10,13,15,16,17,18,19. Ongoing 5,11,12,14,20,21

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

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>1....Letter box, any update on timescales. <b>-The Letterbox for the inside is presently being made and should be completed as soon as possible but by next Management team.</b></p> <p>2..Payment of front door. – <b>Complete</b></p> <p>3..The grey slope just by the door is in dire need of a repaint. Not sure how often (3 times a year?) that Terry used to paint (we may well still have a tin).What are your thoughts. Is this something for BMT or would you prefer a professional painter? <b>-We will complete this task when the weather is better especially bearing in mind that if we do paint and it is done when frost is likely then weather shield paint will peel off very quickly. Ongoing</b></p> <p>4..Can you arrange for an updated Ins cert to be placed in the frame by the lift on the 1st floor. <b>Completed 1<sup>st</sup> March 2022</b></p> <p>5... Magnetic strip for red carpet. Not the best time of year at present to put carpet out but we have 3(at least) Commercial hire in Feb/March and I would like to use(if possible) - <b>The magnetic strip is to be reglued using an apoxy adhesive. Peter Chubb has this at the present and again when the weather is appropriate this will be completed.</b></p> <p>6.. Downstairs lobby, some paint touching up needed (not excessive) - <b>The BMT will undertake to repaint all of the entrance lobby when both time and weather is conducive to a professional job. It is not intended to only cover the repaired plasterwork as this would be hard to cover and cut in as it will have been originally painted 5 -6 years ago.</b></p> <p>7. Gartec Contract for 4 services and 2 LOLER inspections has now been completed and finance has paid in advance. <b>Next Service by 23<sup>rd</sup> March 2022.</b></p> <p>8. <b>Reception desk changed</b> but additional items to be completed yet by a qualified electrician. I have contacted an electrician that Paul uses and hopefully will meet up to get a quote. An additional cabinet to be purchased to house the CCTV system within the Commerce Room. Decoration is necessary to the right of the new reception desk where the original reception desk was.</p> <p>9. <b>The Castle timbers</b> have now been collected and they are in storage. Development or whichever committee needs to decide as to how they are displayed and if BMT can assist then we will. Interview was carried out with BBC Essex Radio on Sunday by Myself and Mike.</p> <p>Electrician now booked for 10<sup>th</sup> March to sort electrics for CCTV and new reception.</p> <p>Still looking for new cabinet to house CCTV</p> <p>Gas consumption less in February which may help to reduce our bills.</p>

Coach Trips	Linda	The third coach trip of the year is to RHS Wisley for the Glow evenings now booked for Tuesday 6 <sup>th</sup> December 2022.
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	<p>Further Commercial hire in both Feb/March and also for later in the year. A number of enquires also received.</p> <p>I hope to forward, for approval, our final version of the proposed new leaflet ahead of the meeting.</p> <p>Further discussions re photos on blinds in Broadway room (3/4). One already sponsored.</p> <p>We are in ongoing discussions regarding a Calendar for 2023(at NO cost to the Museum)</p> <p>A number of very positive comments received about both the logo/branding and the new look magazine.</p> <p>A number of magazine articles still awaited.</p> <p>Further articles in the Echo, Rayleigh Times., In Your Area, Rayleigh Vision, and Essex Life.</p>
Data Protection		No update
Development and Research inc Accessioning	Viv	<p>Busy time getting all the bits in for the re vamped reception area and then set up. With the help of some of the volunteers it is nearly finished but still need some electrical work done and the CCTV equipment safely installed in a cabinet.</p> <p>Many thanks to all those who gave up their free time to help.</p> <p><b>Accessioning &amp; conservation</b> work still progressing, now over 4000 items catalogued.</p> <p>If anyone wants to come in on a Tuesday to see what we do and maybe even join us they are more than welcome.</p> <p><b>Research</b> – main area we need some help on is on the Rayleigh men that served in the Second World War (Need access to Ancestry or Find My Past)</p> <p>Along with the reception changes the printer has also been replaced after the old one gave up working. Thanks to Alan C for dealing with that.</p>
DVD 2021	Mike	I have not had any time to progress with this project and am not currently able to give a completion date.
Echo Archives	Mike	<p>Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires to view these archives. Further enquires for binders (Andrew Summers) and from the Echo themselves!!!</p> <p>An audit is still required for the storage area when time permits. 2/3 Volunteers required please.</p> <p>The current Echo 1971 exhibition has seen increased visitor numbers and many positive comments on its “professionalism”.</p> <p>Andrew Summers will soon collect the eight volumes of the EWN that are no longer required (she pages are shedding with age). All the Rayleigh info has been downloaded by Eddie.</p>
Events	Sue	<p>I attended the trustees Q &amp; A morning which was concerning accreditation and also the AIM course on managing archives. The notes from these courses I have forwarded to the MG via email.</p> <p>After the stormy weather I thoroughly vacuumed the museum which had a layer of gritty dust over most surfaces, I also washed all the floors.</p> <p>With Viv and others continuing to work on conservation and accessioning.</p> <p>Many hours spent working on the reception area, with others and sorting out files etc. Most of the files behind reception including the Events folder are now in labelled black files. Any out-of-date booking forms etc. have been shredded.</p> <p>We now have new pricing for private visits to the museum, which is a straight £5 per head. School and children’s visits remain at £2 per head. There is a laminated sheet giving this information on reception.</p> <p>The quiz was sold out before we had advertised (other than the newsletter) so Sunday afternoons seem to be popular.</p> <p>We had a short meeting before the quiz, which Ann attended. I will give an update at the MG.</p>
Finance	Mike	Monthly spreadsheet in line with forecasts.

		Possible Legacy funding to be discussed at this meeting I obtained a £1000 grant from ECC towards the new Reception desk/area.
Friends Administration	Mike	Membership currently 592. All prepared (thanks to Peter/Leigh/Linda) for the May renewals.
Retail	Viv	We still have some pens & pencils etc in the 'sale' and would like to sell all of these asap so we can order new items. Some new items should be delivered this week from Westair including some for-Queen's Platinum Jubilee. Income from retail sales is an important part of the museum's income.
RTC	Cheryl	12th June Trinity Fair 24 <sup>th</sup> November 2022 Christmas Lights switch on. Environment committee now split as Environment and open spaces and Communities. Now Chair of Communities and will still be the Council Rep on the MG.
Volunteers	Mike	Opening hours reviewed monthly in line with changes to "covid" guidelines and regulations. We plan to continue with face masks for all (other than exempt) and ventilation. We have an aspiration to return to 4 days when circumstances permit. Vol sub continually monitor the situation not only as it relates to the national situation but also our volunteers wishes. Mar opening will be Wed/Fri/Sat. Further ongoing training planned as required and requested Several new volunteers have applied to join. We currently have fifty-six volunteers Volunteer certificates to be issued for those who have volunteered for a minimum of 5 years, at the next volunteer social event currently in planning. It is good to see some stewards willing to stand outside and promote the Museum. I only wish more colleagues would be willing to do so, as it DOES increase visitor numbers and Museum awareness. Fire Training arranged for 31 <sup>st</sup> May 2022
Website and social media	Gemma Terry	Website statistics provided. Hope to hold meeting on website soon. Gemma has set up Tik Tok.
Chairman's Actions	Mike	I continue to work with the Rochford Parish Council regarding a potential Museum/ exhibition/ pop up venue in Rochford. (On the history of the Rochford Hundred) The castle timbers have now been received and are currently in storage. I did an interview along with Alan, on BBC Essex about the timbers and our Tourism award. Roger and I attended the East of England Tourism awards Final Dinner on 24 <sup>th</sup> Feb where the Museum achieved "Highly Commended" status. I have been invited to attend the RDC Chairman's Annual dinner in March. I have held meetings with the Community Rail Partnership about the heritage visit in April (thanks to Sheila and PIM for offering to assist on the day) I attended the RTC Communities committee meeting on 28 <sup>th</sup> on behalf of the Museum. I have been contacted by a group arranging to hold a "Rochford Festival" in Aug. We have received an invitation to attend the AGM of RRAVS on the 17 <sup>th</sup> of March. Alan Buxton will attend. I have been approached by RDC re some photos to use in a "high Street Post covid" project.

**Covid-19** – All previous recommendations are still in place and will continue to do so for the foreseeable future. The Museum will continue to open 3 days per week (Wednesday, Friday and Saturday) but subject to review at any time.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – 1288

## A.O.B.

- Terry Jobson has agreed to take over ICO
  - Royalty exhibition from the end of May
  - Eddie Hardiman agreed to give a Sunday talk on 3<sup>rd</sup> April 2022 on All Hallows.
  - An initial budget review has taken place on possible public car park charges which will come into effect when the Evangelical church option closes.
  - Finance SC are looking into possible Legacy scheme for the Museum.
  - Two small changes to the final version of the leaflet
  - Mike gave Tourism Award ceremony feedback form the Judges. Only volunteer group in our category and feedback positive.
  - Comment made about RA attending this event. Would he now be able to attend monthly meetings?
  - Lock needs adjusting on cupboard 1 – very important as contains confidential volunteer details.
  - Donation boxes need replacing
  - Sue attending Museums Essex meeting
  - Viv has received maps of Rochford area from the library
  - Interest expressed for Rayleigh Tapestry and help needed from Museum for the detail.
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- **Date of the next Meeting** – Thursday 31st March 2022. 7.15pm for 7.30pm

## ACTIONS

1. Viv – Arrange a meeting of M G and Trustees re timbers for 20<sup>th</sup> March
2. Viv – OEF to Clare for timbers
3. Linda – mention to Alan C about hearing loop not working needed for the talks from April
4. Sue – investigate price of new microphone
5. Mike – mention M G meetings to RA.
6. Sue – to purchase Hard drive for photo back up
7. Sheila – to action the hard drive
8. Linda – to ask Alan for reply on Action 14 redecoration under terms of the lease.
9. Mike – advise Terry Jobson re I.C.O.
10. . Sue – fix Ernie Lane sign on the front of the desk
11. Linda – volunteers to perhaps observe accessioning – mention next Vols SC
12. Sue – Royalty event dates to Mike
13. Linda – Volunteers – Mention to Ann Jolly perhaps tour of refurbishment at Holy Trinity Church
14. Linda – Mention to Sandra re car park
15. Viv – purchase new donation boxes
16. Mike – RTC re donation box – Trinity Fair.
17. Linda – mention problem with Cupboard 1 to Alan C