

## Rayleigh Town Museum

### Management Group - Minutes of Meeting, Thursday 23<sup>rd</sup> February 2023

#### Held in the Museum

**Present** – Mike Davies (C), Viv Irvine, Linda Davison(S), Sheila Chambers, Sue Smith, Cheryl Roe, Gemma Smith, and Philip Rotherham.

A warm welcome was extended to Philip who has joined the M G

**Apologies** – Karen Vassallo

**Written reports for February 2023-** have been distributed.

**Minutes of the meeting held on 26<sup>th</sup> January 2022-** agreed

**Matters Arising** – Actions completed –1,2,4,5,6,8 - 15 complete. Ongoing 3 and 7

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

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	Timber (Action 1 from last meeting) waiting on report from Bakers Clock now repaired
Marketing Publicity Inc Hire, Sponsorship and Magazine	Mike	Arranging with Mark F. the visit of a local cycling club to the Museum, rescheduled several times, now on 18 <sup>th</sup> March. I continue to liaise with Museum sponsors. Hire from WEA has been cancelled due to the health of the tutor. I accepted a 10 p/c cancellation fee and we also received a £50 donation from the WEA Finance officer. Further articles received for the next Friends magazine. I have another broadcast-on Phoenix Radio at the end of Feb. I received a request from the Rayleigh Times for an article. I arranged with the Echo for a 2-page article on the visit of the High Sheriff.
Data Protection	Terry Jobson	Nothing to report
Development and Research inc Accessioning	Viv	As the Mount timbers are now on display, we have had to move several other items . We may be making more changes over the next few weeks as new displays /exhibitions are set up. There is limited space for cabinets etc in the museum and in some cases the location is limited because of their size, need for easy access etc. I am now working through research on WW2 roll of honour and hope to be able to start passing this on gradually to Gemma for layout in a similar way to the WW1 ROH. Typing up the notes left by Ernie Lane is now complete but it still needs proof reading and some amendments adding. Some of the details in the notes also need checking / verifying etc. Accessioning & conservation- work is progressing but we still have problems with items seemingly appearing in the museum with no paperwork! Valuable time can be taken up as we need to periodically check boxes, shelves etc to see that all items are numbered. If we do not follow the 'rules 'of the cataloguing procedures ( 'Spectrum ) then we are unlikely to achieve full accreditation. Sue & I cannot do all the policies etc on our own so any help with this would be appreciated.
DVD 2021	Mike	I am in contact with Peter Holmes and will update further as appropriate.

Echo Archives	Mike Eddie	Further requests from local authors and historical researchers, to include the Echo newspaper group themselves.
Events School Liaison	Sue	<p>Once the large timber has been removed, the new permanent timbers display will be put in place.</p> <p>The quiz on the 26th March is now fully booked. Thanks to everyone who donated raffle prizes.</p> <p>The Map/Old Document Day due to take place on the 23rd April will shortly be advertised. Entrance will be £2 for adults, free for children.</p> <p>After the Map Day there will be a short exhibition to celebrate the coronation. This will run from 26th April to 13th May, tbc. During June and July a Churches Exhibition is planned. During the summer holidays the castle timbers exhibition will return. The permanent timbers display is yet to be decided.</p> <p>New dates to be advised after the next events meeting in March.</p> <p>Sheila has sorted out the children's quiz and activities. We have a school visit in March.</p> <p><b><u>ACCREDITATION</u></b></p> <p>Accessioning is continuing. Viv and I are looking into conservation policies. But a business plan is needed. We need someone to volunteer to start this.</p>
Finance	Linda	<p>Budget remains on target although our accountant reports for the last two months are pending as Karen has not been available.</p> <p>The last few sponsorship monies have now been received – only one outstanding. This means that the Magazine will be self-funding for the next 2 quarters freeing up further Friends' donation to be given to the main account when required.</p> <p>Gift aid is also pending.</p> <p>Bank account details given.</p>
Friends Administration Inc Coaches	Linda	<p>A quiet period before the 'full on' renewals take place. Membership remains at 602. No real adverse reaction to the increase in the fees – think most members understand.</p> <p>Porters House, Southend visit – 18 places taken – will need to be pushed at end of March if places not filled but not an issue as paying only for places taken.</p> <p>Godinton House and Gardens – Thursday 24<sup>th</sup> August. This trip has been arranged and details will be sent with April Magazine. It will be a private tour of house, cream tea and visit to the gardens. Cost will increase considerably and it will be interesting to see how it sells.</p>
Retail	Viv	<p>We have several new items for sale, all linking to the timbers display / medieval period.</p> <p>The income from sales is increasing a little, so hopefully we will be able to transfer some money over to the main account to help keep the museum going.</p>
RTC	Cheryl	<p>Christmas Lights switch on 30<sup>th</sup> November.</p> <p>6<sup>th</sup> May for Coronation - picnic in St Georges Park.</p> <p>11<sup>th</sup> June Trinity Fair – plans in place</p> <p>ECC has 9m for potholes</p> <p>Nominations for RTC volunteer awards are still needed</p> <p>Contents of the Civic Suite – in discussion with Phoebe</p> <p>Discussions are ongoing with City Fibre to reduce disruption in the area</p>
Volunteers	Mike	Sandra will stand down as Rota coordinator as of the end of Feb and I am delighted that Philip Rotherham has offered to take on this demanding role. Volunteers' social held on the 29 <sup>th</sup> with a good attendance and several positive comments. A number of enquiries from potential new volunteers. Thank you to Sandra for all her work as Rota-co-ordinator.

Website and social media	Gemma Terry Joyce	<b><u>SOCIAL MEDIA</u></b> Facebook Reached 6,500 Page visits 279 Tiktok Castle short video to 19th Feb over 700 views, including a museum in Canada. Short Museum video over 250 views to date. Website figures attached separately
Chairman's Actions	Mike	<b>CHAIRMANS ACTIONS</b> My usual high volume of general Museum related e-mails and phone calls from a number of sources. The next meeting of the RTC Trinity Fair group takes place on the 19th April . I am assisting the Rochford Town Team Tapestry group in setting up/taking down the tapestry at various locations in Apr/May/June. Significant time spent on arranging the visit of the High Sheriff to unveil the timbers. I attended the Funeral of Nina Tripper (29 <sup>th</sup> ) and received some family archives and a donation of £250, thanks to Eddy Dray for his assistance. We applied for and received grant funding from RDEC of £759 subject to acceptable paperwork within tight timescales. Oss grant later in the year for secondary double glazing. I collected the large castle timber from storage. I was invited to attend the Official opening of the Celestial Church of Christ. I attended the recent RTC Communities committee meeting. I will be attending the RRAVS AGM in March. I am arranging the annual Heritage Fun Run in March. I am in discussion with RDC regarding the RUDC and RDC Chairmans photos. I have agreed to give a talk for a RRAVS Hockley group in March. I am in discussion with a local Artists Workshop group who have been commissioned by RDC for a Kings Coronation project. I have spoken with RDC who may be able to assist with Dendrodate the Museum beams (and the trees in the High Street)

### Suggestion Box

SUGGESTIONS	COMMENTS REPLY
The Museum layout is very untidy and has no flow, a time line would be ideal and this could be applied to the floor to direct visitors around easily	Discussed. But many issues arise including disable access Very nice idea but logistically just not possible.
The Museum looks untidy and needs looking at like bits of plastic on top of displays and stuff against units.	Discussed Has now been addressed
There is too much on display more is less you cannot see the displays as there is too much in the cabinets	Professional advice has been sought  Told we have the right balance
A good cabinet is the old window, themed and with purpose.	Noted
Have less tables in the room to give more for visitors, it is too much.	Discussed Subjective
Rotate displays more often.	Discussed Items are regularly rotated
Where the maps are have just one table for maps, then you could use the space to put	Discussed If talking about cabinets, then these cannot be moved for Health and Safety reasons.

the other displays from other areas back to back in the middle of the room.	Again, have to be aware of access around the rooms. Tables can be flexible if required
The front desk is untidy and should be clear of leaflet dispensers and boxes.	DS are aware to keep the desk as tidy as possible
The area outside the lift is messy and gives a very poor entrance, there is stuff stacked in the corner.	Storage issue is realised but all items needed for Health and Safety and Access Policies unfortunately.

**Review of M G and Trustee structure** – A discussion took place on this subject raised by the Chair. D P admin paper is again to be circulated with next Agenda and for future discussion. Item to be on next Agenda.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – February 2023      1193

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

- Wheelchair repair outstanding
- List of sub committees needs updating on website
- 14<sup>th</sup> March is deadline for articles for the next Magazine
- Floor in Commerce room causing some concern (movement and lack of varnish) – BMT to report to next meeting
- A Boards are looking rather worse for wear – investigate options.
- Good Hamper donated for raffle at the Quiz.? separate raffle ticket – if so legal requirement?
- Badges to do with Medieval quiz to go through till under Brass Rubbing
- Still need help with planning / policies for accreditation.
- Consider adding Palmers to the Benefactors Board. Agreed by M G
- BMT to update Sponsor's Board in the entrance lobby by deleting FYN
- May is local and Community History Month. Do we have any plans other than the Coronation.
- Still have some artefacts in storage from the Peculiar People but they are not responding to Mike's enquires re the OEF.
- We have had 2 recent issues with youngsters on the roof of P E
- Looking to set up a dedicated and separate external events team to deal with all issues relating to Trinity Fair / Christmas Lights / school Fetes.
- Mike has a meeting with RDC re The UK Shared Prosperity Fund on 1<sup>st</sup> March.
- Mike updated on the model house in the storage
- Mike has more Trippier archives.

**Date of the next Meeting** – Thursday 30<sup>th</sup> March 2023. 7.15pm for 7.30pm

**Post Meeting** – Cheryl/RDC to hold a raffle lasting more than one day will require a Licence with an annual fee of £40.

## ACTIONS

1. Linda – B/F Namulas invoice
2. Viv – B / F retail figures for next meeting
3. Linda - Agenda no 2 for next meeting
4. Viv / Sue - Business plan / policy mention at Trustees.
5. Mike – to speak to Harmony Blinds about o/s invoice
6. BMT – update on wheelchair repair.
7. Linda – ask Peter E to look at Friends leaflets on the website – need updating
8. Linda – Agenda item M G and Trustee structure
9. Linda – send out D P admin report with next Agenda
10. Linda – March rent request
11. Linda – SC list update to website
12. All - 14<sup>th</sup> March deadline for Magazine articles
13. Mike – Sort out DPA address details with Terry Jobson
14. BMT – to report on floor in Commerce room.
15. Viv – A Boards
16. Cheryl – Raffle requirements under RDC
17. Events – action on RDC and raffle prize – post M G comment
18. Mike – Palmers – Benefactors Board – discuss with them.