

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 28th January 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.

Thank you to Terry for hosting this meeting.

Apologies –Roger Alluid, Mick Kay and Karen Vassallo

Written reports for January - have been distributed.

Minutes of the meeting held on 17th December 2020 - agreed

Matters Arising – 1,3,7,8,10,15 completed

2,4,5,6,9,11,12,13,14, ongoing see actions

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update in addition to SC reports
Building Maintenance	Alan	<p>There have been a number of problem areas in the change of structure of the Building Maintenance Team and it is with that in mind that consideration has been given to all the elements known (or unknown) as previously dealt with by the old BUMS Sub-Committee and the new Buildings Maintenance Team.</p> <p>As the Chair of the Team it was important to assess what the old BUMS team did and what is in fact the responsibility of the Buildings Maintenance Team post the previous structure and it is with that in mind that it was necessary to meet with the team and take the previous responsibilities and introduce them onto a new spreadsheet to ensure that they can be managed in a timely manner.</p> <p>It was also important that priorities of what was previously done and the time scale that was absolutely necessary was reassessed and this has been done within the attached schedule. (see attached to this email and the report).</p> <p>It can be seen from the schedule that there are a number of decisions to be taken by the Management Team in respect of what is the responsibility of the Buildings Maintenance Team and what is the perceived responsibility of the other sub-committees.</p> <p>Obviously, it has been taken into account that each of the Sub-Committees have their own responsibilities and it maybe in the first instance that those other sub-committee may not have the volunteers or resources to take responsibility for the items highlighted in the Schedule. That is why there are a number of issues where the Building Maintenance Team have prioritised what should be done weekly and what should be done monthly or annually. The important element is the preservation of the building in accordance with the lease the Museum holds and the maintenance of the systems that we have in place.</p> <p>It is proposed that subject to the agreement of the Management Team the items highlighted in the schedule will be carried out by the appropriate sub-committee or programmed into a set period of the Buildings Maintenance Team schedule.</p>

		<p>It is also not proposed to introduce Buildings Maintenance Team Sub-committee in the old format but this will be done on a Schedule basis which will be submitted to the Management Team at their monthly meetings. This will allow for a running programme of work which will highlight when completed or needed to be introduced. This will also identify what is a health and safety issue that will require engaging a professional tradesperson to carry out certain specified work. This may have implications upon the Budget and it is asked of the Management Team that a clear budget is authorised on an annual basis. What is covered in this budget will be determined by the MT.</p> <p>I do not propose to allow any member of the Building Maintenance Team to carry out work at height or other legally required maintenance electrical or plumbing as the issue of Trustee and Management Team liability is not part of the role of any volunteer.</p>
Coach Trips	Linda	<p>We have a coach trip booked for 27th April 2021 to go to Southwold and Bedfield Hall. This trip was postponed from July 2020.</p> <p>In the light of the current Covid situation we have decided to try to reschedule this visit to July this year, if we can.</p> <p>It may well be we will have to cancel completely especially when we consider the age of the majority of those who book these trips. This will not amount to a loss of income to the Museum as, with the present Covid restrictions, we were only booking 30 out of the 48 seats on the coach and this means therefore that we will only just break even.</p> <p>The other postponed trip to RHS Wisley for the Glow Evening, scheduled for last December, may be able to go ahead this year and I will be contacting Wisley at the appropriate time.</p> <p>After discussion the MG agreed, regrettably, to recommend that we cancel the April trip.</p>
Commercial Hire Sponsorship Newsletter	Mike	<p>January newsletter issued and work has commenced on April edition. I am looking at the renewals re the newsletter advertisers. Index needed now for all the newsletters so that we do not repeat articles.</p>
Data Protection	Mick Kay	<p>Investigating new policy for Museum computer to make compliant with GDPR and ICO.</p>
Development Accessioning Acquisitions	Viv	<p><u>Development</u> Still not been able to arrange a meeting for SC, ideally needs to be in Museum.</p> <p>We may need the help of someone who is good on technical bits to attach documents to our application for eligibility once we know constitution etc is on the website.</p> <p>I hope we will be able to start up accessioning again once we've all had our vaccinations. As it is some time since our last session and we have a revised OEF we may need a refresher session first. We would also like some more volunteers to join us.</p> <p><u>Acquisitions</u> – not yet received anything from Mike. Some interesting photos & memories on Rayleigh As It Was / Facebook which can be followed up for more information and hopefully copies of some for the Museum.</p>
DVD 2021	Mike	<p>Mike hopes to progress with Chris T shortly.</p>
Echo Archives	Mike	<p>More newspapers circulated and returned for research (to include a request from the Echo).</p> <p>There is now significant space in the storage (thanks to Ray P). A full audit and inventory are required (any volunteers???)</p>

Events	Sue	<p>Thanks to Terry Jobson an online quiz has now been arranged for Friday 26th February at 7.30pm.</p> <p>As this is the first time, we have tried this, it has been decided to keep it simple and just invite Friends as a way of thanking them for their continued support. There will be no charge. There may be people who are not Friends who “attend the quiz”, but there’s not much we can do about this.</p> <p>Gemma and I continue to add interesting posts to Facebook, several times a week, which have resulted in many thousands of interactions.</p> <p>I am working my way through the Town Shows Secol box, accessioning any items not already catalogued.</p> <p>I have attended 2 courses via Zoom “Collections Care in Lockdown” and also “Foundations Fundraising for Trustees”. On Tuesday I hope to attend the HEG meeting again via Zoom.</p> <p>Many of these courses make a charge for non-accredited museums, Beth kindly waived the charge for the Trustees course (which would have been £20), so quite important that we submit our accreditation application as soon as we can.</p> <p>Until further notice I don’t think it likely that any talks will be booked in 2021. There has been a suggestion that we could charge for online talks, but there are so many free online talks available (I have been to several, including a talk by Kate Williams the TV historian on Emma Hamilton, a talk by Andrew Summers on the 1918 flu epidemic, a talk by the Essex History Society on Boudicca and a Victorian Christmas talk from the National Archives, all freely available to anyone), so if we attempt an online or zoom talk it would need to be something our Friends would be happy to pay for.</p>
Finance	Mike	<p>Finance SC still meet regularly (by zoom) and both income and expenditure in line with projections. Further Covid monies received. We need to prepare a formal “Reserves” policy.</p> <p>Our annual service charge for the “sink fund” has just been received.</p> <p>Membership with the Financial Regulator renewed.</p> <p>Donation of £100 received from a member of our Friends’ group.</p> <p>£20 received from the PayPal giving fund.</p> <p>Our lease renewal additional cost has been deferred to November 2022. Finance SC will budget for this.</p> <p>Bank account details given at meeting. Also report of suspected fraud on one of the accounts which is now under investigation with the Bank and we have a report code for this.</p>
Friends Administration	Mike	<p>We will be holding our usual 15 for 12 offers from Feb. Membership at 635.</p> <p>At next SC discuss options to help renewals due May.</p>
Publicity	Mike	<p>Further articles in Vision magazine. Gemma and Sue inputting lots of info on social media.</p> <p>3 large photo display frames now installed in the Southend bound waiting room at the station.</p> <p>I renewed photos in Adams window.</p> <p>I have updated photos in the 3 heritage notice boards around town.</p>
Research	Viv	<p>Still working on Newspaper Reports, as are 3 of the volunteers.</p> <p>I hope to have most of them in binders for when we eventually re open but the files will never be complete as more are added all the time.</p> <p>I have a large file of WW2 bits that I think Gemma was working on.</p>
Retail	Viv	<p>No sales so far this month. Website needs updating for ‘Shop’ and hopefully then we can advertise for some ‘click & collect’ sales.</p>

RTC	Cheryl	All Town events cancelled apart from Christmas Lights switch on – this still pending. Mill Hall now to be rebuilt with a new completion date brought forward to Autumn 2022. All the large groups that have used the old Mill Hall have been spoken to by the Council. Details on RDC website / Voyage Elections in May - query still going ahead.
Volunteers	Mike	Sandra continues to send out her excellent monthly update to volunteers.
Website and Social Media		See Gemma's Social Media attachment
Chairman's Actions	Mike	I have formally applied to RDC to waive the extra 20 p/c of our Business rates. I was invited to a Zoom meeting with RDC re the "voyage" project. Benefactors board update on hold until Covid permits. Regularly visited Museum to deal with any post/phone calls. Also visited when replacement alarm fitted by Peak security. Dealt with a number of general enquires from social media and phone calls. Undertook further research on the civic suite and milk depot. Ernie Lane's funeral tomorrow.

Covid-19 - Due to present lockdown, Museum closure is being monitored on a monthly basis. Possible re-opening on 9th April (5th anniversary) but this is looking increasingly unlikely.

Social Media - Gemma and Sue are happy to continue to manage the Social Media sites for the Museum, thank you. This will now come under the banner of the Events SC. Help still needed with the managing of the Website and possible Museum photographer. Retail section of the website needs updating.

Museum Passwords – A Policy will be required for the regulation of Museum passwords in light of the information now available to M.K under Data Protection. M K to update for next meeting, if not before, please.

Museum Diary –Actions required noted – Diary being revamped.

Volunteers Hours Worked – 671

A.O.B.

- Sue – Has attended (Zoom) two courses. Collections in lockdown and Corporate Fund raising
- Viv – Has been working on the cost of replacing the Museum display units etc for insurance purposes. Figure could be between £70,000 and £80,000. Information to be passed to Alan C ready for next insurance review. Photographs will need to be taken of all the articles.
- Mike says lady from RDC wishes to visit the Museum as wishes to write an article.
- Mike said we need to have more detailed policy on managing our funds and reserves – This now passed to Finance SC for action.
- There is a surplus of the January newsletters if anyone has a use for them.
- Window refurbishment now complete. The full bill has been paid and the grant received from ECC. Mike has thanked Cllr J Lumley and will arrange for her to visit the Museum once we reopen to view the finished articles.

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

ACTIONS

1. Mike – B/F – to contact Harmony Blinds
2. Linda – B/F – update Diary
3. Linda – continue to monitor and adjust Sub Committee list.
4. Viv – B/F – arrange Development SC and actions from December meeting.
5. Mike – Benefactors' Board ongoing
6. Linda – Advise Alan that Projector maintenance due and Boiler service plan expires 8th March.
7. Mike – to arrange Zoom meeting with Viv, Sue and Linda to discuss the Schedule plan submitted by Alan C.
8. All – Succession planning – thoughts needed asap on cover for Chair of M G.
9. Linda – Cancel April Coach trip after discussing with Roger.
10. Mike – To arrange for Index of articles from the printed version of the Newsletter.
11. Viv / Gemma – decide on WW2 paperwork
12. Mike – arrange for Terry Jobson to visit Museum for photographs for Quiz night.
13. Mike – Re above – arrange poster details to Gemma for action.
14. Mike – send Linda details of Volunteer letter re copyright.
15. All – let Sandra have anything you need included in monthly Vols newsletter.
16. Mike/Sheila/Linda – to discuss way forward for the Website and Photographer and report back at next meeting
17. Mick K – Re Museum password policy, to update us asap (by e mail if possible) on his ongoing work for GDPR.
18. Viv – Send details of insurance cover work to Alan C.
19. Linda – Item for Friends SC agenda to discuss options to help and support Friends renewals.
20. Linda – Item for Finance SC agenda re managing funds and reserves.