

Rayleigh Town Museum

Management Group - Minutes of Meeting, Monday 31st January 2022

Held in the Museum

NOTE - Meeting postponed from Thursday 27th January 2022 due to power problems in the High Street

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 18th November 2021- agreed

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

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. -The Letterbox for the inside is presently being made and should be completed by 1st February 2022</p> <p>2.. Payment of front door. – We have constantly advised the installation company that we require an invoice before we will pay. To date he has still not responded but we will maintain the contact.</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? - 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 weathershield paint will peel off very quickly.</p> <p>4.. Can you arrange for an updated Ins cert to be placed in the frame by the lift on the 1st floor. I have just printed off the new certificate and will bring in as and when I can.</p> <p>5.. any thoughts on Covid Plan A—I know that some stewards would still prefer masks and also ventilation? Sandra will need to advise DS/Stewards of any changes. As previously mentioned on the phone my recommendation is that we retain the masks until Management Team feel it is appropriate to not wear them. Bearing in mind that we have a number of vulnerable volunteers then we must protect their health as much as others.</p> <p>6... 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) - 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.</p> <p>7.. Downstairs lobby, some paint touching up needed(not excessive) - 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.</p> <p>In addition to the above:-</p> <p>I have had a long meeting with Patrick Twitchett regarding the cost of our gas and he reassures me that the Business Rate cost has doubled in the last 4 months and it is forecast that it may go up even further. It is important that we remember to</p>

		<p>ensure we turn down the heating when leaving the museum after opening. Unfortunately the age of the building means we are unable to insulate the walls and roof and so it is leaking heat.</p> <p>I have now, following comments from management team, agreed with Gartec Ltd the lift servicing company that we will retain the four services and 2 LOLER inspections through themselves and not renew the insurance with Zurich Insurance. I have also had the opportunity to look at the renewal insurance and discovered that the premium we have been paying Zurich for cover is also the same cover that we have been paying Natalie from Coversure.</p> <p>The refurbishment of the reception has been discussed by redevelopment and I have had the opportunity to talk through with Viv and Peter. I believe it is possible to do it but there are issues especially in relation to the CCTV unit under the present cabinet. The main issues being: the time that volunteers including myself have to remove the present system and rebuild the new; The DIY ability which at the present time seems sufficient until we then start to remove the present cabinets and reception desk. How long we may have to close to ensure we get it right.</p> <p>The next major issue is the Castle Timbers where Southend Museum want them picked up before the 31st January 2022.</p> <p>The issues to be discussed at Management Team or development are: How are we going to pick them up – we will need to hire a van bearing in mind the largest is 3 metres long;</p> <p>Before we accept them what conditions are Southend museum going to impose on conservation and restoration , if any?</p> <p>Where are we going to display them – I appreciate this is a development issue;</p> <p>What is expected of BMT to move what within the Regal Room;</p> <p>As we have waited for 3 years to get them I would suggest that we prepare the display area before we accept them as they must have them stored somewhere. (A development issue)</p>
Coach Trips	Linda	<p>May trip to Southwold and Bedfield Hall is full with a waiting list. We have had a steady trickle of changes here due to members' change in circumstances.</p> <p>September trip will be advertised in April Magazine and NO bookings will be taken before publication so as to give everyone a fair chance.</p> <p>In process of organising December trip to RHS Wisley for the Glow Evening.</p> <p>Prices from September will be increasing to allow for extra coach costs.</p>
Commercial Hire Sponsorship Newsletter	Mike	<p>3 Commercial hire bookings received for Feb/March.</p> <p>Benefactors and sponsors certificates to be issued in the new year.</p> <p>The updated version of the proposed new leaflet is about to be sent to MG ahead of this meeting. Leaflet details were subsequently discussed. Overall feedback positive but there are just a few small issues to be resolved.</p> <p>Jan Friends Magazine just issued. As always further articles always welcome.</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>
Data Protection		No update
Development and Research including Accessioning Acquisitions	Viv	<p>Now combined as 1 SC and 2 new members; Vilma and Sheila.</p> <p>We needed more people who can help with all the work over the next few years for accreditation.</p> <p>Our first conservation session was held on 18th with a short 'training ' session.</p>

		We will now alternate this on Tuesdays with accessioning. A complete overhaul of the reception desk area will be taking place soon and hopefully completed by the end of February.
DVD 2021	Mike	Further conversations with Chris T. I hope to have first draft of text and images in new year, with a view to issue "Easter 2022"
Echo Archives	Mike	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 the Echo!!! An audit is still required for the storage area when time permits. 2 Volunteers required please. The current Echo 1971 exhibition has already received enquiries from the Library and the Echo itself for further exhibitions on their premises.
Events	Sue	Thanks to Peter Everingham and Sheila for the current exhibition on the 1970's. This will be coming down at the end of March. A quiz is planned for the afternoon of 27 th February. Trevor has agreed to host. The quiz is ready and details will be sent out shortly. The winners' prizes will be vouchers to the value of £4 to spend in the museum retail area. Tickets 50% sold. The Tuesday sessions in the museum are going well, and I continue to work on accessioning at home. With Viv and Mike and with input from others, we had a meeting in the museum to plan the new reception area. On the 27 th January I am attending via Zoom the HELG meeting and I am also booked on the Trustees Q & A session and a course on Managing Archives. I have noticed that other organisations have restarted talks, and this is something which we will discuss at our next meeting
Finance	Mike	Monthly spreadsheet in line with forecasts. (Income exceeds expenditure) Rent increase due this month. Invoice for new front door still awaited. Hope to receive soon.....(now paid) Possible Legacy funding possibility to be discussed at the next Finance sub. I obtained a £1000 grant from ECC towards the new Reception desk/area. Karen is investigating a possible further Covid related grant. Bank account details given. Mention made of 5 year refurbishment of interior in accordance with lease.
Friends Administration	Mike	Membership currently 590. 15-4-12 to be offered from Feb 22, with one new member already.
Publicity	Mike	Further articles in the Echo (4 pages in one week!!! With more to follow), Rayleigh Times., In Your Area and Essex Life.
Retail	Viv	Sales have been very low this month. When Linda & I have undertaken a stocktake we will be looking to order some new items. We will also be producing new Christmas cards this year and will soon be announcing a "competition" to select 6 new designs .
RTC	Cheryl	Trinity Fair should be going ahead on 12 th June 2022. Christmas Lights 24 th November By election called for 3 rd March 2022
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 wish. Feb opening will be Wed/Fri/Sat. Further ongoing training planned as required and requested Several new volunteers have applied to join. Volunteer certificates to be issued for those who have volunteered for a minimum of 5 years, hopefully in the new year.

		The Evangelical Church may well be sold in the near future so from Feb we will be arranging volunteers parking on a monthly basis.
Website and social media	Gemma Terry	Gemma's thinking of setting up Tiktok account. Terry happy to provide more detailed figures on the website. A general discussion took place regarding an update to the website.
Chairman's Actions	Mike	I continue to work with the Rochford Parish Council regarding a potential Museum/ exhibition/ pop up venue in Rochford, I visited the tapestry exhibition in Rochford on several occasions and will do so again in the new year when it is planned to exhibit in Barling/ Sutton/Hockley and elsewhere, ahead of returning to the Museum next summer. Southend Museums have now visited Copt Hall and have finally confirmed that we may take the timbers end Jan/beg Feb. Roger and I will be attending the East of England Tourism awards Final Dinner on 24 th Feb. I hope to arrange some High Street Heritage walks in Spring/Summer. Visit from two members of the Echo to look at potential future articles. Usual number of general enquires from various sources

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. It was suggested that Sundays could, in the meantime, be made available for talks and Heritage trails.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 950

A Statement by the Chairman – Mike made a verbal report to the committee.

A.O.B.

- Sheila submitted her Tapestry Visitor Survey and this was circulated beforehand to all members.
- Lengthy discussion took place on the imminent arrival of the castle timbers especially transport arrangements – see actions.
- Discussion took place on the new reception area – see actions
- HODS dates are 9th to 18th September 2022
- We are shortlisted for the East of England Tourism Awards and finalists will be announced on the 24th February. Having reviewed the other finalists, it has made us very aware that our website is not as 'vibrant' as some of the others and we really need to move forward with our website.
- Linda asked for clarification on the monthly reports being submitted. Reports should be as Chair of the sub committees only
- Linda expressed the difficulty she was having accessing and viewing the new logo to be applied to the Friends new membership cards and concern was raised that this could also cause problems for other areas such as retail.
- New English Heritage plaques available for Grade2 listed properties.
- Hackspace have a 3D scanner we can use.
- EWN papers no longer needed by Museum so agreed to offer to Andrew Summers
- Rayleigh Windmill virtual tour worth looking at.
- Mike has been given some East London maps we can have to sell
- New business cards with logo to be printed. Mike has names of those requiring new cards.
- Tourism DVD cost is £180 so not worth doing for about 20seconds on Museum.
- Brian has requested to have our current exhibition in the library – next few months

- Plant a tree in Cherry Orchard for Queen's Platinum Jubilee discussed.

Date of the next Meeting – Wednesday 2nd March 2022 in the Museum. – 7.15pm for 7.30pm

PLEASE NOTE CHANGE OF DATE

ACTIONS

1. All – Any articles for the next Friends magazine to Mike by the 1st March please
2. Mike – Glebe folder from storage please if not found in the Museum.
3. Sheila – to check for the above please.
4. Mike – Dutch cottage to storage please.
5. Viv – action for Development SC to discuss detailed planning for the Timbers and the Burrows Way house.
6. Linda - Diary painting of the slope outside front door for summer action
7. Mike – to speak to Clare at Southend Museums re delivery times for the requirements for the transfer of the timbers w/c 21st February.
8. Viv – ask Beth for advice on legal requirements for the transfer of timbers. ? ask for condition report.
9. All – send our comments to Sue on the new design leaflet and she will send to Paul and Roger.
10. Linda – Sub-committee list to update
11. Alan C – Any information from the National Trust on the history of the timbers / castle to Development SC please
12. Alan C – Hearing loop and microphone to be checked before the next quiz please.
13. Sheila – to look at Rayleigh photo DVD on TV and maybe transfer to laptop
14. Alan /BMT – to look at internal redecoration of Museum under terms of the lease - ?every 5 years.
15. Linda – to research car park charges ready for Finance SC to review
16. Linda – ask Terry Joyce to please give more detailed report on website usage.
17. Viv – details of Rayleigh HS website.
18. Mike – send update to Sandra on Covid situation ready for her volunteers' newsletter
19. Mike – check to see if received BAFM invoice
20. Sheila – When exhibitions agreed by Events SC let Linda have details so she can send to MG and Trustees.
21. Mike – English Heritage plaque – Ask John Bladon if he would agree to share the cost.