

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 29th July 2021

Held in the Museum

Present on line – Mike Davies (C), Sue Smith, Viv Irvine, Linda Davison(S), Karen Vassallo, Sheila Chambers, Gemma Smith, Also attending Alan Clark.

Apologies –Roger Alluid and Cheryl Roe.

Mike wished to formally record that Mick Kay had stepped down from the M G group and grateful thanks was expressed for his contribution.

Written reports for July - have been distributed.

Minutes of the meeting held on 24th June 2021- agreed

Matters Arising – 1,2,3,4,5,7,8 completed

6 and 9 ongoing see below

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>BMT points raised at Management team.</p> <ul style="list-style-type: none">New front door: Agree colour: As discussed at Management team proceed with final visit from contractor and proceed with a 60/40 with letter box. Graphics for glass top section to be decided by MT.New rear gate: Owing to the shortage of contractors I propose that we leave for the time being and defer until other contractors are available.Lift: There have been some problems with the lift failing to return to the ground floor. The engineer was called out and BMT will deal with any issue. It may require reset if the failure happens again.Fire Exit door locking mechanism: The mechanism presently on was a requirement for Fire regulations speak with Profire for another solution if required.Downstairs lobby: To be painted as and when we are able to fit in between opening days after the new door has been fitted.Burglar Alarm: Quarterly test is outstanding – to be doneEmergency Exit wooden gates (by PE): Contact to be made with Kamilla for action before 7th August 2021Spare back door key: Spare back door key to be kept in key safe duly marked.Map cradle: Strengthening required on top and maximum weight of 16kgs to be retained within it.
Coach Trips	Linda	<p>No plans for trips in 2021. Three trips are optimistically being planned for 2022. Tuesday 10th May Southwold and Bedfield Hall Tuesday 13th September - Weald and Downland Museum</p>

		<p>December RHS Wisley Glow evening</p> <p>Details of the first trip will be in the October newsletter. We are still waiting confirmation from Kirbys Coaches – only verbal agreement on the first two dates at the moment.</p>
Commercial Hire Sponsorship Newsletter	Mike	<p>Always looking for further newsletter articles.</p> <p>Roger in regular contact with Sponsors to help promote the Museum.</p> <p>A high number of e-mails and verbal comments received on the quality of our newsletter.</p> <p>We are planning a “sponsors” evening in the Museum later this year. Hire booking for September.</p>
Data Protection		New volunteer required. In meantime Mike will register as DPO.
Development Accessioning Acquisitions	Viv	<p>Accessioning – sessions started up again and joined by 2 university students for summer.</p> <p>One is studying conservation, and hopes to be able to work on some of our maps with us.</p> <p>Acquisitions- biggest one is the wooden sign for Beal / Rayleigh millers.</p> <p>Accreditation – Sue has drafted an update on the eligibility form and we hope to complete the application in the next few weeks. This will then be sent to Beth, our MDO for her comments and advice.</p>
DVD 2021	Mike	<p>Further meetings with Peter C to obtain photos to supplement the DVD. Lengthy meetings with Chris Taylor and Terry (Joy) to progress with a “soft” issue date of Oct/Nov 2021.</p> <p>Terry (Joy) arranged with Andy Cross to take Drone photos of the High Street (they are excellent), and these are now being processed by Chris T. I am working on draft text.</p>
Echo Archives	Mike	Volunteers continue to research from storage archives. With regular requests to borrow binders Andrew Summers/Will Birch/Eddie Dray)
Events	Sue	<p>The museum is now registered for the Heritage Open days which runs from Friday 10th September to 19th September. * now to 17th October. The theme this year is Edible England.</p> <p>We also have registered to take part in the Big Weekend (18th and 19th September) offering Heritage Walks. (Sunday mornings)</p> <p>Peter E and Sandra sent around an email to the Friends and volunteers concerning a possibly quiz/bingo evening in the museum. The response has been very positive with enough people replying to justify organising the event.</p> <p>Continuing with accessioning at home and in the museum</p> <p>Attended the Heritage and Education Learning groups.</p> <p>Retail have had contact from lady who would like to do demonstrations in Museum.</p>
Finance	Mike	<p>End of our financial year Income /Expenditure both within budget, with detailed explanation of Covid grants apportioned. Draft Accounts provided by Karen to be presented to Trustees in Aug, to agree ahead of sign off by the end of 2021.</p> <p>Draft budgets for 21/22 prepared which evidence and document the use of the Covid funding (currently in Contingency). Income will remain greatly reduced due to covid and lack of footfall/events/coach trips/donations/etc.</p> <p>Our rent to be increased wef Nov 21 and further review(increase) in 2025.</p> <p>I terminated our storage contract and renegotiated a new one to save £584 a year.</p> <p>Bank account details given. Gift aid to be actioned soon.</p>

Friends Administration	Mike	Membership currently approaching 566 with further renewals received, with reminders sent out with July Newsletter.
Publicity	Mike	Further articles in the Echo, and Rayleigh Times. Thanks to Peter C for his help in researching the photos Regular social media posts. Heritage fun run took place on 27 th June.
Research	Viv	Ongoing on various topics, and some for articles in Friends newsletter is being worked on.
Retail	Viv	Booksale is continuing, still plenty of books to sell. Some of the items that we have had for a while have been reduced in price to clear them. We are looking to purchase some different wooden toys and will be thinking about other items before Christmas. Christmas cards will be on sale from early September.
RTC	Cheryl	Market is back to normal. Lights will be switched on but no event evening. Fireworks cancelled. Flowers are not up to standard – under investigation. Remembrance Service is by British Legion only – volunteer stewards required. Spatial Options – all to please look at RDC website and review before 8 th September 2021.
Volunteers	Mike	We will remain open 2 days in Aug. and Sept and plan to reopen for 3 days especially in view of the tapestry exhibition. Excellent First Aid training took place on the 19 th of July. Further ongoing training planned later in the year as required and requested. Visitor numbers remained low this month and I do not expect pre covid footfall to return till next year.
Website and social media	Gemma Terry	Some social media interest. Gemma requested more items to add – keeps up this interest.
Chairman's Actions	Mike	Further updated posters inside Railway station, outside station, and both notice boards in High Street. I am arranging what I hope will be the final meeting with RDC officers at Rayleigh Civic suite (with Terry J and Peter C) to conclude the photographic archive work. We have been offered some artefacts from RDC re the Dutch Cottage and Mount, but I am currently clarifying terms of donation I met with Ann Green (Windmill connection) who has passed on a number of family artefacts that I am currently looking at. Any non-Rayleigh can be sold with funds held as a donation. I have had further meetings with RD Cllr and an RPC Cllr who plan to open a “Rochford” related Museum and will have further such meetings in due course. I assisted BMT re new front door/lift issues whilst Alan on holiday. Still trying to contact the Protestant alliance re Martyr's memorial but no response to date. Meetings with Geoff Durham re Rochford Tapestry exhibition in the Museum end Sept/Oct. We hope to take part in the “Essex BIG “weekend in Sept/Oct and I have offered to give heritage walks in the High Street on a number of Sundays. Further meetings with the Community Rail partnership re a possible Heritage Day, Sunday 24 th April 2022. Train fare from Shenfield Adults £5 Children £3 I have been offered some “old maps and signs “from RTC and will soon visit to see what precisely is on offer.

		I identified a new acquisition at a local auction our bid was successful. Usual number of generals enquires from various sources.
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Covid-19 -Museum will open Wednesdays and Saturdays in August and September. Plan to also open Fridays from 1st October as we will have the Tapestry on site then.

Museum Computer – A discussion took place and a Policy decision was made to update the website in line with our new logo. Importantly, it is also part of the Accreditation procedure.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 982

A.O.B.

- Linda asked again for views on Volunteer service recognition and for a vote to take place. In favour.
- Retail approached by lady happy to do craft demonstrations in Museum. Would like to consider for Mid-November in time for Christmas. No charge for this but she will be selling some items. Agreed.
- Karen raised issue of paper-based storage and archiving of financial papers. Agreed Karen to store for the legally required 6 years, the rest to be archived to storage unit.
- Repair to additional Palmers Clock should be completed in 3 weeks.
- Gemma has details of the Leigh on Sea poppy trail around town to celebrate 100years of R B L.
- Our Poppy display to go up in the windows.
- Alan, Trevor and Sheila have several presentations / school assemblies for Remembrance.
- Sue - engraved plaques are still awaited from Stuarts
- Sue – Windmill reopening on 15th August 2021.

Date of the next Meeting – Thursday 26th August 2021 in the Museum. – 7.15pm for 7.30pm

ACTIONS

1. Mike –to register as DPO
2. Linda – Volunteer SC to move forward with service recognition and certificates
3. Linda – to ask Peter to update Friends information on the website.
4. Viv – send green colour code to Alan C
5. Viv – send Museum asset details to Alan C
6. Viv – Business plan copy to Alan C.
7. Viv / Linda – to contact craft lady
8. Karen – to send last years' finance report and budget to Linda / Alan C.
9. Karen – to ring Alan for password code to CC.
10. Alan - BMT – any extra maintenance costings to Finance SC
11. Alan – update on tiling outside. (Brought forward)
12. All – social media - items to Gemma
13. All – 14th November - Remembrance Service – stewards required.
14. Sue – Trustee meeting agenda –RDC Spatial Options
15. Mike – when visiting Stuarts – 3 plaques outstanding
16. All – Spatial Options on RDC website for comments.