

## Rayleigh Town Museum

### Management Group Minutes of Meeting Thursday 24<sup>th</sup> June 2021

#### Held by Zoom with Terry Jobson hosting

**Present on line** – Mike Davies (C), Sue Smith, Viv Irvine, Linda Davison(S), Karen Vassallo, Gemma Smith, Terry Jobson, Ann Jolly. Also attending Paul Wilkins from Azzurro Marketing.

Thank you to Terry for hosting this meeting.

**Apologies** –Roger Alluid, Mick Kay, Sheila Chambers and Cheryl Roe.

There followed a presentation by Paul from Azzurro Marketing, who has been working with Roger and Mike on modernising the Museum logo. Paul showed a choice of designs and following the presentation, several questions were asked. Mike will circulate the video to all MG / Trustees and a Working Party will be formed to move this idea forward. All present were asked to consider the report and respond to Mike in writing. Paul was thanked for his time in presenting this report. He then left the meeting.

**Written reports for May** - have been distributed.

**Minutes of the meeting held on 27<sup>th</sup> May 2021**- agreed

**Matters Arising** – 1,3,5,6,7,9,10,11,12,13,14 completed

2,4, and 8 ongoing see actions

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

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>This last month the Buildings Maintenance Team have carried out the normal procedures along with the spreadsheet checks each Thursday. All of the requirements of those checks have been met and we are on target to date.</p> <p>There are a number of Actions from the May Management Team and I will address those below. In addition, I can report that Mike and Myself had an introductory meeting with John Bladon which was useful as I had not had the opportunity to meet and speak with him about our custody and tenure of the Museum part of 91 High Street Rayleigh. John explained his understanding of the lease and where our responsibilities lay as well as what he thought his were. We did advise him that we had Bakers of Danbury carry out a visual check of the tiles and roof condition. A verbal report was given by Bakers to say that he was happy with the condition. It was outlined that we I would prefer that we requested Bakers to carry out a survey annually and a report produced which John thanked us for bearing in mind that it was not a requirement. One main issue that was still outstanding was the cover on the top of the chimney leading to the fireplace in Pizza Express and the fireplace in the Regal Room. This he said would be addressed and he would action it to ensure the cover is replaced. I will now update the Actions from May MG.</p> <p>Projector cleaning was not on the schedule but will be added. The projector was cleaned when the high level cleaning was carried out before reopening of the museum.</p>

		<p>The Martyrs Memorial – emails and contact telephone number were actioned but no response from the contacts listed on the Martyrs Memorial website. Mike D will now take up the action.</p> <p>Contact with Peak security Louise will chase with their electrician asap then we can complete PAT testing.</p> <p>Charity commission have been responding to my alanc Clark@rayleightownmuseum email which I had no access to even though I spoke with a member of their team changing my email to my personnel one. They haven't changed the contact information yet. The constitution document needs to be changed to Governance Document and circulated for an approval meeting Wednesday 23<sup>rd</sup> June. The document will then be passed to the Charity Commission if approved by Trustees on Thursday 24<sup>th</sup> June 2021.</p> <p>There is a Covid memorial as a pyramid in Basildon Crem which is in black granite to all those affected by the Covid 19 pandemic. It is worth checking out – I will provide a picture to management team.</p> <p>Remove the red carpet and get estimate to re-tile the front entrance doing away with the carpet all together.</p> <p><b>Other issues being addressed:-</b>  Fire Risk Assessment – Awaiting AGO Fire and Security Services - ongoing  Fire plan production with PSL Services – Awaiting completion of design and fitting - ongoing</p>
Coach Trips	Linda	Nothing to report
Commercial Hire Sponsorship Newsletter	Mike	<p>Further meeting with Roger and Paul in the Museum re a possible new leaflet design.</p> <p>Further meeting with Paul and Roger (Zoom) re possible leaflet distribution with Pear Marketing.</p> <p>Further meeting with Roger and Paul re new design of Newsletter. Commercial hire (Police and Crime Commissioner) on 2 June, they were very impressed with our venue and took some leaflets with them to spread the word.</p> <p>Always looking for further newsletter articles. July newsletter will be issued by the middle of July (if not before)</p>
Data Protection	Mick	Nothing to report but understand Mick was meeting his Charity contact this week. Report to MG next month or earlier by e mail.
Development Accessioning Acquisitions	Viv	<p>First meeting for accessioning team will be on 29<sup>th</sup> June with one new volunteer due to come along.</p> <p>I'm hoping to be able to arrange a SC meeting and time to complete Eligibility Questionnaire in the next week or so.</p>
DVD 2021	Mike	<p>Further meetings to with Peter C to obtain photos to supplement the DVD. 1<sup>st</sup> draft of DVD Lengthy meeting with Chris Taylor to progress with a "soft" issue date of Oct/Nov 2021.</p> <p>Much more work required.</p>
Echo Archives	Mike	Volunteers continue to research from storage archives.

Events	Sue	<p>Attended the Museums Essex Meeting. I will forward the minutes of this separately as there was quite a bit discussed.</p> <p>Also attended the Collections Trust course on Object Labelling, which gave some useful information. The slides for this course should be sent out soon.</p> <p>First DS session at the museum went well. We were quite busy as the visitors we had stayed for a long time. Carole and Maureen were glad to be back.</p> <p>Attended an online course about researching Medieval documents at the National Archives.</p> <p>With Viv, Gemma and Sheila spent an afternoon preparing the museum for opening.</p> <p>Viv is in process of contacting all Friends who have purchased event tickets.</p>
Finance	Mike	<p>Income /Expenditure both within budget, with detailed explanation of Covid grants apportioned.</p> <p>Our rent to be increase wef Nov 21 and further review(increase) in 2025.</p> <p>Bank account details given.</p>
Friends Administration	Mike	<p>A new member joined and has set up a S/O for £50 per year (£35 donation).</p> <p>Membership currently 543 with further renewals regularly received.</p>
Publicity	Mike	<p>Further articles in the Echo, newly republished Rayleigh Times, and Rayleigh and Wickford vision.</p> <p>Regular social media posts.</p> <p>Heritage fun run to take place on 27<sup>th</sup> June.</p>
Research	Viv	<p>I need a current list of who is doing research and what they are researching! At the moment I only find out when they have already completed the 'research'.</p> <p>Will be asking for an email to go out about this.</p>
Retail	Viv	<p>Linda and I have now completed the stocktake including Christmas Cards.</p> <p>Sales since we opened are low and our best seller is the book sale. As we have a stand that can be used the book sale will continue until we have no more books to sell ! At the moment we have plenty but will let everyone know when we need more supplies.</p>
RTC	Cheryl	Nothing to report
Volunteers	Mike	<p>One or two stewards have decided not to return to duties, others delayed till covid jabs advanced further. We will be opening for 2 days again in July and review ahead of Aug. Some stewards are concerned re children (who have not been covid jabbed) in the Museum.</p> <p>First Aid training confirmed for 19<sup>th</sup> July.</p> <p>Further ongoing training planned later in the year as required and requested</p>
Website and Social Media	Gemma Terry	Tapestry details received over 2000 hits.
Chairman's Actions	Mike	<p>Meeting held with John Bladon and Alan Clark in June. I mentioned a wish to dendrodade the beams and John offered to pay half the cost.</p> <p>Responded to the Lord lieutenant's office re a possible "English Heritage blue plaque" for Lorna Casselton.</p> <p>Further updated posters inside Railway station, outside station, and both in High Street.</p> <p>Further meeting with RDC officers at Rayleigh Civic suite (with Terry J and Peter C) to continue photographic archive work. We</p>

		<p>have been offered some artefacts from RDC re the Dutch Cottage and Mount, but I am currently clarifying terms of donation!</p> <p>I met with an RD Cllr and an RPC Cllr who plan to open a “Rochford” related Museum and will have further such meetings in due course.</p> <p>I have been invited to the annual Garden Party by the Chairman of RDC (accepted).</p> <p>I have been introduced (By Cllr Dave Sperring) to the son of a recently deceased Rayleigh man who was “one of the country’s leading French Horn players” played with the London Symphony Orchestra and worked with Frank Sinatra (and others). I have requested a biography with photos for our archives.</p> <p>Usual number of general enquires from various sources.</p>
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**Covid-19** -Museum will open Wednesdays and Saturdays in July. The Vol SC will review the situation for August after the Government’s Covid decision on July 19<sup>th</sup>. Many positive comments received regarding the re-opening.

**Museum Front Door** – Mike presented plans on the proposed new front door to the Museum. The present door creates several issues, security, weight and position of the locks. John Bladon in agreement. All to consider and let Mike know their views.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – 784

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

- Linda mentioned a Vols SC idea of recognising the service given to the Museum by the Volunteers, maybe in some form after 5 /10 years etc. Vols SC to move this idea forward.
- It has been mentioned to Mike about a cinema club but costs involved for licence etc.
- Alan B is looking into the Hatton’s till
- Mike has sent a thank you letter to Mrs Clark who has kindly donated a large collection of mainly historical books to the Museum for the Book Sale.
- Hope that the Tapestry will be on display in the Museum end of September /beginning of October.
- Website needs updating – in discussion with Alan C.
- Amberley Publications approached Mike to see if we are interested in selling their history books. Declined (Mike already one of the authors)

**Date of the next Meeting** – Thursday 29<sup>th</sup> July 2021 – by Zoom – Karen or Terry to host – 7.15pm for 7.30pm

#### **ACTIONS**

1. Mike – to circulate Paul’s report to all
2. All – to consider Paul’s report and respond in writing to Mike within 7 days please.
3. Sue – Quiz for July newsletter
4. Viv – keep M G updated on Rayleigh Art Trail.
5. Viv – MODES renewal still pending.
6. Alan C – update on Rayleigh Lanes and the re-tiling outside the Museum.
7. Mike – Door quote and specification to Viv.
8. All – to send Mike any comments/thoughts on the new door.
9. Linda – Volunteer service acknowledgement to next Vols SC