

Rayleigh Town Museum

Management Group - Minutes of Meeting, Thursday 31st March 2022

Held in the Museum

Present – Mike Davies (C), Viv Irvine, Linda Davison(S), Sheila Chambers, Sue Smith,

Apologies –Karen Vassallo, Cheryl Roe and Gemma Smith

Mike asked that, following Roger's resignation, that a formal note of thanks and appreciation for the significant contribution he has had made to this Museum should be recorded. **Thank you, Roger.**

Written reports for March 2022- have been distributed.

Minutes of the meeting held on 2nd March 2022- agreed with one amendment AOB Viv passed on maps from library to RDC

Matters Arising – Actions completed.1,3,4,5,6,7,8,9,10,12,13,14,16 and 17 - No 2,11,15 ongoing

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>There are no actions shown within the minutes of Management Team from 2nd March, however there are a number of issues to be updated:</p> <p>It is hoped that the letterbox basket or receptacle will be completed this week and fitted;</p> <p>At the present time it is difficult to find out what the issue is with the hearing loop so practical advice will be taken to try to discover issue. It is hoped that this week BMT will be able to find how to check and how to restore;</p> <p>Electrical work completed and invoice received today and forwarded to Finance for payment £80;</p> <p>Cabinet for CCTV system to be purchased and fitted as soon as possible to protect the system presently on top of dressing up box;</p> <p>Painting to be programmed for lobby and wall behind reception by end of April latest;</p> <p>Meeting to be held on 5th April following Terry's bout of Covid – meeting was held via zoom but follow – up meeting in museum. From initial discussions with web team Recommendation at the moment to retain present website and update to be efficient and effective without renewing.</p> <p>Lease highlights the need to redecorate internally every 5 years if required. From enquiries a total redecoration will cost in the region of £5000 taking into account the height of the roof trusses and this could be offered out through a tender process bearing in mind the listed status of the building. BMT happy to take in this tender process if agreed by Management team. The outside of the building is the responsibility of the owner.</p> <p>Cupboard one has had a new bolt with a second one to be fitted week commencing 28th March 2022.</p> <p>I would like recognition be minuted at Management Team of BMT's thanks to Paul Middleditch as he has now stood down from the BMT. He has offered if required to be</p>

		<p>available for special projects but not the day to day maintenance checks and visits on a weekly basis.</p> <p>To note that wooden support for the front windows no longer needed since the refurb. Now removed.</p>
Coach Trips	Linda	<p>May trip to Southwold and Bedfield Hall – tickets have now been sent out.</p> <p>September trip to Weald and Downland Museum will be advertised in the April newsletter. Strictly first come first served basis.</p> <p>All Coach enquiries are now to me please.</p>
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	<p>A number of both Commercial and Heritage related enquires received.</p> <p>Unexpectedly the Chairman of RDC and a member of RTC/RDC attending the recent deaf awareness workshop and were very complimentary about our hire facilities.</p> <p>New leaflet printed and delivered.</p> <p>In view of Rogers resignation, I am afraid that the 2023 calendar cannot now proceed.</p> <p>A number of very positive further comments received about both the logo/branding and the new look magazine.</p> <p>A number of magazine articles still awaited, for future editions.</p> <p>Fortunately, Paul from Azzurro has taken on some of Rogers work (and PR) with printers and suppliers....at no extra cost.</p> <p>Further articles in the Echo, Rayleigh Times, In Your Area, Rayleigh Vision, East Anglian newspapers and Essex Life. Further PR at risk until a replacement for Roger can be found.</p>
Data Protection		Terry Jobson now taken over and he will provide future updates.
Development and Research inc Accessioning	Viv	<p>New reception desk 90% complete – still need few things completed (eg cabinet for CCTV recorder)</p> <p>Now we have Castle Timbers in storage unit we have started to try and work out how & where we can exhibit them in the museum. Display will be in Regal room which meant a lot of moving around of cabinets & bookcases has been needed. Most of this has been completed and by time of meeting I'm hoping baker's cart will have been moved so we can move cabinet 8.</p> <p>BMT have helped with installation of reception desk and are helping with timbers so would like to thank them for all the extra hours they have worked.</p> <p>Part of Conservation work that we undertake involves cleaning / washing artefacts and both the windmill model and the baker's cart have been the latest items to be cleaned. Things like this are now noted in our 'housekeeping book' and will in future be looked at regularly.</p> <p>Research- Peter E has now completed a large display book on History of High St from 1950 – first part covering one side of the High St. Very interesting and we look forward to part 2 (& 3?)</p>
DVD 2021	Mike	I have not had any time to progress with this project and am not currently able to give a completion date. I hope to restart this project in the autumn, hopefully ready for Christmas 2022.
Echo Archives	Mike	<p>Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires to view these archives from Andrew Summers, Bob Delderfield, Emma Palmer, Chelmsford author and historian and others from the Echo themselves!!!</p> <p>An audit is still required for the storage area when time permits. 2/3 Volunteers required please.</p> <p>Eddie Dray has agreed to take over the requests for collection and delivery of binders from storage.</p> <p>The current Echo 1971 exhibition has seen increased visitor numbers and many positive comments on its "professionalism". The library has requested from May.</p>

		Andrew Summers has collected the eight volumes of the EWN that are no longer required, and I advised the Echo, who agreed. Eddie has downloaded all the Rayleigh info.
Events School Liaison	Sue	<p>I attended the Museum Essex Meeting via Zoom. Details and attachments of this have already been circulated.</p> <p>The quiz afternoon went well, so this is something we will repeat possibly in September as the Rochford Tapestry will be on display during July and August which means there won't be room. Another talk is being discussed for June, again on a Sunday afternoon. We will see how Eddie Hardiman's talk goes on 3rd April and then make a final decision.</p> <p>Sheila has devised a children's Easter quiz, details to follow.</p> <p>We now have a location for the Castle Timbers and several ideas to work on for the display.</p> <p>The Royalty Exhibition is being planned and we have a meeting coming up to discuss final details. This exhibition will run from early May up to when the Tapestry arrives. Pencilled in dates are in the diary.</p> <p>On conservation, the Bakers Cart has been given a thorough clean and checked over. The model windmill has also been cleaned and checked. Both resulted in bowls of filthy water and lots of grit and dust. All cleaning, checking conservation etc. is noted in the housekeeping manual which is kept in the accessioning cupboard</p>
Finance	Mike	<p>Monthly spreadsheet in line with forecasts.</p> <p>Possible Legacy funding under active consideration. Indeed, I have been approached by family of a recently deceased Rayleigh person re a donation to the Museum in lieu of funeral flowers</p> <p>Linda will endeavour to cover all the invoicing needed.</p>
Friends Administration	Mike	<p>Membership currently 600 with a number taking advantage of the 15 for 12 offers. All is ready (thanks to Peter/Leigh/Linda) for the May renewals.</p> <p>April newsletter may be late due to Roger's departure.</p>
Retail	Viv	<p>New items now out for sale - Platinum Jubilee items put out on Saturday and few other things moved around.</p> <p>Sales still low.</p>
RTC	Cheryl	Mill Hall still under consultation
Volunteers	Mike	<p>Opening hours reviewed monthly in line with changes to "covid" guidelines and rise in covid cases locally. We plan to continue with face masks for all (other than exempt) and ventilation for the month of April and review again in a months' time. 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.</p> <p>Further ongoing training planned as required and requested</p> <p>Several new volunteers have applied to join.</p> <p>Volunteer certificates to be issued for those who have volunteered for a minimum of 5 years, at the next volunteer social event currently in May.</p> <p>The National Trust held their usual quarterly regional meeting in the Museum, and this may lead later in the year to a series of unrelated Commercial hires.</p> <p>I have arranged for a heritage walk in June for a local U3A group who recently visited the Museum for a talk.</p> <p>I am covering for Sandra on any Rota issues whilst she is on holiday till 6th April.</p>
Website and social media	Gemma Terry	<p>Social media – no report</p> <p>Website figures attached separately</p>
Chairman's Actions	Mike	<p>I continue to work with the Rochford Parish Council regarding a potential Museum/ exhibition/ pop up venue in Rochford. (On the history of the Rochford Hundred).</p> <p>I continue to assist the Rochford Town Team moving the tapestry display around the district for short term exhibitions. They display our museum leaflet to help further promote the Museum. I have received several comments from RDC appreciative that we are willing to assist other heritage groups within the district!!!</p>

		<p>I have been invited to attend the RDC Chairmans Annual dinner in March and met with many “chains” to assist promoting the Museum within the county.</p> <p>I have held meetings with the Community Rail Partnership about the heritage visit on the 24th of April (thanks to Sheila and PIM for offering to assist on the day)</p> <p>I attended the RTC Communities committee meeting on 28th on behalf of the Museum.</p> <p>I have been approached by RDC re some photos to use in a “high Street Post covid” project.</p> <p>I continue to liaise with the Evangelical Church re the sale and as to when we will no longer be able to park at the Church.</p> <p>I attended the funeral of Robert Todman on Behalf of the Museum.</p> <p>I will be attending the forthcoming meeting of the RTC Trinity fair working group.</p> <p>I hope to be moving house within the next 2 months and will need to reduce my day-to-day involvement in the short term.</p>
--	--	--

Covid-19 –The Museum will continue to open 3 days per week (Wednesday, Friday and Saturday) but subject to review at any time. Recommendation to Volunteer SC that masks should now be ‘encouraged’ and not mandatory.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 1002

A.O.B.

- Paul M has stepped down from BMT. Thank you for the help given.
 - Reminder that all volunteers need to undergo induction before starting work in the Museum but it is acceptable if someone just wanted to observe, say for cataloguing, for a short time.
 - Heritage Fun Run – 30 visitors and Sheila says positive feedback.
 - First draft of Legacy document finished.
 - Sub committee lists will need updating. Mike is temporarily stepping down from some posts and Linda will be coming away from Volunteer SC as now covering more of Roger’s work.
 - Snooker cue with Ronnie O’Sullivan signature needs to be auctioned for funds. Ideas needed.
 - Michelle from Thurrock Museum asked to make contact but as yet no reply from her to our e mail.
 - Dendro dating of beams still required.
 - Blinds to front of Museum needs further investigation
 - Mike has been invited to the St Georges Day Celebrations on 23rd April.
 - Mike has spoken with Diane Ewing re archives from Rayleigh Primary School.
 - Mike has been working with Community Rail Partnership re Rayleigh Railway Leaflet.
 - Trinity Fair and Royalty Laminated photos in storage.
- **Date of the next Meeting** – Thursday 28th April 2022. 7.15pm for 7.30pm

ACTIONS

1. Linda – Action 11 mention at Volunteer SC.
2. Viv – continue to investigate donation boxes
3. Mike – look into Clay cottage photo with children
4. Sheila – hard drives to be in cupboard 26
5. Linda – mention to Sandra about wood not required at front window – mention newsletter.

6. Linda – ask Alan C for a breakdown on the £5000 for redecoration so can be discussed at Finance SC
7. Linda – Volunteer SC to consider Covid update mentioned above
8. Viv –Acquisitions - to ask Paul M if he could email Viv if anything suitable seen for sale on Ebay etc.
9. Viv – to ask Linda Bentley if she would like to join Development SC.
10. Linda – update Sub Committee listings
11. Alan – Diary action for projector maintenance.
12. Sue – to check First Aid boxes
13. Linda – mention Volunteer week at Sc.
14. Mike – to approach Staceys about the Snooker cue
15. Linda – ask Margaret Spencer if she would be able to help with Dendro dating.
16. Sheila – to investigate new blinds for the front windows.