

## Rayleigh Town Museum

### Management Group - Minutes of Meeting, Thursday 30<sup>th</sup> March 2023

#### Held in the Museum

**Present** – Mike Davies (C), Viv Irvine, Linda Davison(S), Sheila Chambers, Sue Smith, Gemma Smith, and Cheryl Roe

**Apologies** – Karen Vassallo, Philip Rotherham

**Written reports for March 2023-** have been distributed.

**Minutes of the meeting held on 23<sup>rd</sup> February 2022-** agreed

**Matters Arising** – Actions completed –2,3,5,6,7,8,9,10-17. Ongoing 1,4,18

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

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<ul style="list-style-type: none"><li>•Wheelchair repair outstanding – STILL REQUIRES NEW INNER TUBES TO BE COMPLETED BY APRIL 2023</li><li>•Floor in Commerce room causing some concern (movement and lack of varnish) – BMT to report to next meeting – NOT SURE WHAT TO DO BUT GUIDANCE WILL NEED TO BE TAKEN AS TO WHETHER THIS IS A LEASE ISSUE ie INFRASTRUCTURE OF THE BUILDING OR INTERNAL REPAIR. I BELIEVE THAT AS IT IS PART OF THE INITIAL REFURBISHMENT THEN IT IS INFRASTRUCTURE.</li><li>•BMT to update Sponsor's Board in the entrance lobby by deleting FYN – TO BE COMPLETED BEFORE MG 30/03.23</li></ul> <p>Beam over entrance of Regal room to Broadway Room awaiting Bakers of Danbury Double glazing awaiting update to original estimate. (previous £2900)</p> <p>Frame for the largest Castle Timber - estimate to be obtained from Market Makers Website – Do we need to change or do we leave as it is with Terry to maintain updates??</p>
Marketing Publicity Inc Hire, Sponsorship and Magazine	Mike	I arranged with Mark F. the visit of a local cycling club to the Museum, rescheduled several times, now held on 18 <sup>th</sup> March (£20 donation received). I continue to consult with Museum sponsors. Thanks to Leigh for her considerable help with Friends magazine. Further articles have already been received for the next edition. I arranged with the Echo for a 2-page article on the visit of the High Sheriff.
Data Protection	Terry Jobson	No report
Development and Research inc Accessioning	Viv	<p>I am going to storage on Tuesday to check on what is there and hopefully start to do an outline inventory .</p> <p>If the order for Tyvek arrives on time, we will also be able to wrap the large timber that is in there.</p> <p>Some other conservation items are also on order ready to be used on maps on 23rd April and other items.</p> <p>It would be good to see some of the trustees. managers and volunteers at the Map Day.</p> <p>We found some more items in cupboard 10 recently with no OEF. It cannot be stressed how important it is to have the Object Entry forms completed correctly! Do we need to have a training session on these ? Are new volunteers told about them?</p> <p>Research; WW2 Roll of honour still being worked on . If any volunteer would like to help , we could do with someone to look at Gazette records.</p> <p>Reminder also that if anyone is researching anything can they please let me know so it's not duplicated.</p>

		Sarah, our new MDO visited us recently and has been very helpful. We now have a 'template' for our business plan so just need someone to draft this.
DVD 2021	Mike	I spoke with Peter Holmes who regrettably can no longer provide sound recording !!! so I am now arranging with Chris Taylor for him to do so.
Echo Archives	Mike Eddie	Further requests from local authors and historical researchers (Chris Izod), to include the Echo newspaper group themselves. I will be introducing a hire fee to borrow the Echo newspapers where I feel appropriate. I am in discussion with the Echo newspaper re some possible overall funding for the Museum. Update – Echo have agreed to £200 per month funding. Invoices needed.
Events School Liaison	Sue	The current Rayleigh Castle display is now permanent. The full exhibition will return in the summer holidays along with appropriate children's activities. The Quiz went well, thanks to all who helped including Ann, whose support was useful. We trialled teas/coffees and biscuits for £1, which went down well and brought in a further £17. Total for the afternoon is approximately £250. The Map Day scheduled for the 23rd April is going ahead, and we have been publicising it. We will need help to set this up and put everything away afterwards. The Coronation Exhibition will open on 3rd May. Plans are ongoing for the Churches Exhibition. Sarah Sinka the new MDO included a link to Visit Essex in the recent newsletter. There was an opportunity for free event advertising, so I sent through a list of upcoming events. I sent an article to Essex Life about The Castle Timbers which was published in the last edition. I have booked a conservation course on textiles, at the Beecroft Art Gallery in April. We have Glebe School visiting on 28th March. Very successful and Sue wished to thank Sheila for all her hard work for this visit. <b><u>ACCREDITATION</u></b> With Viv and Linda, met Sarah at the museum for a comprehensive 2+ hour talk. Shame, not more of the MG or Trustees could attend. Sarah has sent through several templates for various policies, and advice on Business Plans. These have been forwarded to Alan and Mike. I have thanked Sarah, who will be following this up to see if further help is needed.
Finance	Linda	Budget on target We have received a grant from RDC to cover the cost of having the walk leaflets printed. Bank account details given.
Friends Administration Inc Coaches	Linda	End of year membership for Friends was 602 – a brilliant figure. We have now started to count for the next year as the 15 months for 12 has kicked in. All preparations now ready for renewals. With the latest donation to the Main account the Friends have donated an amazing amount of £5,000 this year. Porters Trip for May – has 19 members. Still spaces available. Coach Trip to Godinton House on 24 <sup>th</sup> August – arrangements are now fully in place and will be advertised in the April magazine with a booking form. It would be lovely to see more M G and Trustees on this trip – no excuses as it is on a Thursday and the Museum is not open. May I remind everyone that coach bookings do NOT go through the till but are placed in the appropriate envelope in the safe and duly recorded on the sheet.
Retail	Viv	Sales are improving, lots of comments about how good our new museum pens are as well
RTC	Cheryl	Purdah at the moment. Reminder of Coronation events in King Georges. Annual Town Meeting is on 27 <sup>th</sup> April which will mean we need to move the date of our next M G.

Volunteers	Mike	<p>Sandra stood down as Rota coordinator as of the end of Feb and I am delighted that Philip Rotherham has now taken on this demanding role. A number of enquiries were received from potential new volunteers. There are a few issues with the availability of Duty Supervisors and I am discussing with Philip various options. We propose reverting to our previous summer hours wef 1<sup>st</sup> April, to be reviewed again in Oct. Philip will give a short verbal report.</p> <p>Update – M G recommended that the last entry time should now be 3.45pm to allow for end of day procedures to be started but this will be at the discretion of the D S on duty and who is still in the museum.</p>
Website and social media	Gemma Terry Joyce	<p><b><u>SOCIAL MEDIA</u></b> Facebook = 3,500 reached. TikTok = 1,500 views. Mainly the cat and the museum building.</p> <p><b><u>WEBSITE FIGURES</u></b> attached</p>
Chairman's Actions	Mike	<p>My usual high volume of general Museum related e-mails and phone calls from a number of sources.</p> <p>The next meeting of the RTC Trinity Fair group takes place on the 19 April . I am assisting the Rochford Town Team Tapestry group in setting up/taking down the tapestry at various locations in Apr/May/June. Significant time spent on arranging the visit of the High Sheriff to unveil the timbers. I attended the Funeral of Nina Tripper (29<sup>th</sup>) and received some family archives and a donation of £250, thanks to Eddy Dray for his assistance.</p> <p>We applied for and received grant funding from RDC of £728 to reprint the 10 healthy walking leaflets (this will save us printing and photocopying costs, and also better quality paper and print, thanks to Paul M for his assistance with the printers. Our grant application later in the year may be for secondary double glazing....or????</p> <p>I moved the large castle timber to the Museum and later returned to storage after the unveiling. I am speaking with Alan C about some options re a permanent location for the large timbers and will update MG when Alans investigations complete for MG to discuss and decide.</p> <p>I attended the RRAVS AGM in March.</p> <p>The Museum hosted the annual Heritage Fun Run in March, supported by Cheryl Roe. I am in discussion with RDC regarding the RUDC and RDC Chairmans photos with the assistance of Roger Dowell.</p> <p>I represented the Museum at the Southend Airport Consultative Committee quarterly meeting.</p> <p>I agreed to give a talk for the RRAVS Hockley group in March. (£50 donation)</p> <p>I am in discussion with a local Artists Workshop group who have been commissioned by RDC for a Kings Coronation project. A number of sessions have been held and thanks to Sheila for her significant assistance. A hire fee to be received plus good publicity with RDC and with the wider public.</p> <p>I again appeared on Phoenix Radio to talk about Rayleigh market, my next talk in March is about the Speedway and in April on RMS Titanic.</p> <p>I have agreed to a request from Rayleigh Library to hold a "High Street" photographic display during local history month in May. Peter E will be assisting.</p> <p>I have agreed to give a talk to the MNO club in April.</p> <p>I have agreed to a private visit from the Rayleigh WEA on 25<sup>th</sup> April.</p> <p>I am discussing with Terry Stone and Russ (Spread) for a Speedway exhibition on the 25<sup>th</sup> of June. To include the alleyway at the side of PE.</p> <p>I attended the RTC Annual Chairmans Dinner.</p> <p>I am arranging for both Palmers Solicitors and the Spread-Eagle pub to be added to our sponsors' board.</p>

## Review of M G and Trustee structure / Administrative document

Decision made to postpone discussion until next meeting as some revised details just available will need to be circulated to all on M G beforehand.

### Suggestion Box

Mar-23	Management Group	<p>In January, the Management Group rejected the suggestion that they provide a summary of voting, the simple suggestion being:</p> <p>+For 2 +Against 3 +Abstained 1</p> <p><u>The suggestion now is for the Management Group to state why the suggestion was rejected</u> - not just a blasé.....</p> <p>'NO by show of hands all agreed'</p> <p>The reason(s) for refusal must be communicated to volunteers</p>	<p><b>As a starter:</b></p> <p>+Openness +Transparency +Democracy +Volunteers are entitled to see how the MG has voted on each suggestion submitted +FOI/Freedom of Information</p> <p><b>And:</b></p> <p>+Helps to maintain the integrity of the volunteer suggestion scheme: +Secrecy undermines the scheme and the voting process +Negates any feelings that MG are acting in secret +Supports the impression that MG decisions on suggestions are open and above board (not secret)</p>	<p>Instead of 'show of hands' actual numbers will be given . Agreed by 7 members present. Minutes of the Management Group are placed on the website (although 2 outstanding at the moment). There is a written summary of the sub committees, submitted by the Chair of the S C, included in every set of monthly M G minutes .</p>
Mar-23		<p>The place where the tower of leaflets is along with the donations house is now an untidy looking area. Could the leaflets not go into the Foyer and put into the piece of furniture that has books and maps in it instead.</p>	<p>They could be viewed a lot easier there and are nearer to where people wait for the lift.</p>	<p>Discussed and thought to be good idea by all M G .. Will be actioned and trialed over next week. Old tower could be sold on.</p>

### Volunteers / Equality and Diversity Policy

A discussion took place on these two policy documents and some amendments needed. Data Protection Act updated to General Data Protection Regulation. (GDPR) No mention of 'safeguarding' which is so important now. Also need to check out the insurance cover for volunteers' liability / age.

### Retail – stocktake

Viv gave some figures on the January stocktake

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – March 2023 1066

### A.O.B.

- Business plan ongoing. Mention to Alan C whether a small working party should be set up for this.
- Sub committee list needs further updating
- Live streaming of talks – can Paul at Azzurro arrange?
- It has come to M G attention that the Friends Membership Form has been altered manually by volunteer/s to show source of distribution. This must not continue but Friends S C will look at adapting the form accordingly.
- Christmas cards – a small quantity to be kept in the museum as we recently had a request for some.

- Front door is very heavy to open especially if carrying goods. Can BMT please look into this.
- Sue and Gemma have done Accessibility Statement and one recommendation is to assist dementia patients - by having a different coloured toilet seat – preferably green.
- It would be very helpful if the museum had a list of dates the Windmill will be closed to the general public (ie for weddings). This will hopefully prevent us sending someone over to the building when closed.
- Reminder that only Alan and Ray are to touch the clocks!!
- Lift phobic day to be arranged but concerned still expressed about access at the rear with the poor condition of the alleyway.

**Date of the next Meeting** – Friday 28<sup>th</sup> April 2023. 7.15pm for 7.30pm - **NOTE CHANGE OF DATE**

## **ACTIONS**

1. Linda – B/F Namulas invoice
2. Mike – B/F Palmers – Benefactors Board – discuss with them. (also now include Spread Eagle)
3. Alan C – Business Plan. Are you organising? Do you want to set up a small working Party?
4. Linda – update S C list again
5. Alan C – wheelchair repair
6. Alan C – please chase John Bladon re flooring in Commerce room
7. Mike – to talk to Alan re website and Wilma's contact
8. Linda – Monthly invoices for Echo
9. Mike – Chase Terry Jobson for his monthly report and hours
10. Events – Contact Paul at Azzurro regarding live streaming of talks
11. Mike – speak to Volunteer who has been altering the Friends membership forms
12. Sheila – Last entry sign to be 3.45pm for the summer months
13. Mike – To update and present at next meeting the Volunteer and Equality and Diversity policies
14. Mike – to check insurance policy for age limit
15. Linda – Agenda item no 13
16. Linda – Christmas cards to museum
17. BMT – service Gazebo ready for the Trinity Fair
18. Sue – St George's Day flag to be put up (Map Day)
19. Cheryl – RDC? licence for the donation box – e mailed RDC
20. BMT – look at Front door please. Can it be adjusted?
21. Alan – update on the tiles outside please – slope is now becoming slippery when wet.
22. BMT – Change Toilet seat please. See AOB
23. Sue – ask Lizzie to send dates Windmill closed
24. Mike – To arrange a Lift Phobic day – maybe on a Sunday.
25. Sue/Viv – Inspect Postman and Soldier jackets