

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 27th May 2021

Held by Zoom with Terry Jobson hosting

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

Thank you to Terry for hosting this meeting.

Apologies –Roger Alluid and Karen Vassallo

Written reports for May - have been distributed.

Minutes of the meeting held on 29th April 2021- agreed

Matters Arising – 1,3,5,6,7,9,10,11, and 12 completed

2,4, and 8 ongoing see actions

Subcommittee updates – verbal and written updates given

| Sub Committee | Chair | Monthly Update including SC reports |
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| Building Maintenance | Alan | <p>The following issues form the part of the BMT report: Fire Risk Assessment to be carried out by AGO Safety Services at a cost of £250 + VAT – this will be carried out in the next two weeks;</p> <p>The Fire zone plan and certificate will be carried out by PSL at a cost of £180 + VAT and will be carried out by Friday 28th May 2021.</p> <p>PSL will also carry out the Fire Alarm service on Thursday 27th as part of the normal six-monthly requirements.</p> <p>The majority of Rubbish has been cleared from the museum with the exception of the glass which is presently by the side of the fire escape stairs. This will be removed hopefully soon.</p> <p>The Risk Assessment for reopening has been amended and forwarded to management team along with the signs.</p> <p>The second new cabinet has been placed in the Regal room and subject to its final resting place this will be secured in its present position Thursday.</p> <p>The issue regarding age of volunteers for Insurance purposes has today been received the ruling from our present insurers. The decision on our insurance is that it is a Charity insurance which recognises that there will be volunteers of any age and so there is no restrictions to coverage for any risk liability.</p> |
| Coach Trips | Linda | Nothing to report |
| Commercial Hire Sponsorship Newsletter | Mike | <p>Meeting with Roger and Paul in the Museum re a possible new leaflet design.</p> <p>Meeting with Paul and Roger (Zoom) re possibly leaflet distribution with Pear Marketing.</p> |

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| | | <p>Meeting with Roger and Paul re new design of Newsletter. Commercial hire booked (Police and Crime Commissioner) for PM on 2 June.</p> <p>A number of other enquires (one for 5 days a week for 3 weeks) received.</p> <p>Meeting with Roger and Paul re Sponsors certificate and sponsors evening in the Museum (covid permitting)</p> <p>Always looking for further newsletter articles.</p> |
| Data Protection | Mick | <p>As you are all aware I am currently trying to ensure that the Museum has a computer system that is both easy to use and GDPR compliant.</p> <p>I have been liaising with a number of sources and the system that I am trying to initiate is one whereby any member having authority to enter the system will do so by means of a secure entry password which would automatically allow the individual access to certain areas for which they require access.</p> <p>Once a person has been allowed access by the computer, they will be able to do whatever is required within the area.</p> <p>I am also trying to have a system designed that will allow any authorised user to remotely access the system in order to prevent anybody having to attend at the museum, when not necessary.</p> <p>The system would be administered by someone who does not have access to the inner workings of the Museum system which then prevents any single individual having control of the system.</p> <p>My information is such that this type of system is possible and would be user friendly.</p> <p>All the passwords that are allocated would be written down and not entered into the computer.</p> <p>The written passwords would be placed in a secure fireproof/waterproof packet and locked in the Museum storage unit in a metal box.</p> <p>The keys for that box will be kept by the Data Protection Officer, but they will not have access to the Storage Unit.</p> <p>If the passwords or other information stored in the secure wallet/box is required then the Data Protection Officer would attend at the storage unit with an authorised person, in order to obtain the information required.</p> <p>The overall requirement of a new system is to ensure that no single person has overall control of the Computer System and if a Breach of Security was made then the system could be made secure with the minimum of delay and fuss.</p> <p>I will be having a meeting with a Software Company who does work within the Charity Sector throughout the Country and I am hoping to keep costs to the minimum.</p> <p>If the costs are higher than can be afforded by the Museum, I will complete an application for a grant from somewhere.</p> |
| Development Accessioning Acquisitions | Viv | <p>Thanks to donations & grants we have had 2 new cabinets delivered. Both now set up with items but a few adjustments may be needed. A third cabinet is on order and that should be ready for delivery end of July / beginning August.</p> <p>We also have a new printer, which we are gradually working out how to use.</p> <p>Ahead of opening I am hoping to get the last minute cleaning & tidying done next Friday 28th or Saturday 29th.</p> <p>There is an updated version of the Object Entry form now so please get rid of any old ones you have (dated 2014) and use new version (dated 2018). There is a guide to how to complete in new volunteers guide and I will go through it on DS training next week.</p> |

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| DVD 2021 | Mike | 4 meetings to date with Peter C to obtain photos to supplement the DVD. 1 st draft of DVD interviews received from Chris. Much more work required. |
| Echo Archives | Mike | Volunteers continue to research from storage archives. A TOTAL audit of storage unit required (with items to be accessioned). I am talking to Eddie Dray who is willing to assist. |
| Events | Sue | The online quiz will now take place on Saturday 29 th May 2021 at 7.30pm. Thanks to Terry Jobson. A few people have had reservations about doing the quiz on their own, so I trialled it myself and came a worthy 4 th . Jill doing the quiz alone actually won. So no problems. Terry is a very good host. The First Aid box has been checked and several items were out of date. I have purchased new items to replace where necessary. With Viv and Sheila, I have been into the museum to arrange the displays in the new cabinets and also some general tidying etc. I have attended the Tourism Course and also Part I of the Spectrum Standard. Part 2 is on the 26 th May. Terry Jobson has suggested we consider online talks for a charge, this has been discussed before, but due to the very high number of free online talks, I think for now this is a nonstarter. Also carrying on with accessioning at home and sorting the boxes as I go. |
| Finance | Mike | Reserves Policy agreed by Trustees. Income /Expenditure both within budget, with detailed explanation of what Covid grants apportioned. Bank account details given. |
| Friends Administration | Mike | All renewals received have new Membership cards. Membership currently 530 with further renewals regularly received. New distribution volunteer (PIM) from July newsletter. |
| Publicity | Mike | Further articles in the Echo, newly republished Rayleigh Times, and rayleigh and Wickford vision. Regular social media posts. |
| Research | Viv | Still ongoing in lots of subjects, new volunteers to help always welcome. |
| Retail | Viv | Linda & I (with help from Alan D) were in museum on Saturday 22 nd to do a stocktake of retail items. We still have to look at the way everything is displayed and make a few adjustments to prices. This we will hopefully finish after "training" on Tuesday. |
| RTC | Cheryl | Update given on the Councillors elected to office. |
| Volunteers | Mike | One or two stewards have decided not to return to duties, others delayed till covid jabs advanced further. First Aid training planned for July/Aug. Further ongoing training planned later in the year as required and requested |
| Website and Social Media | Gemma Terry | Nothing to report this month |
| Chairman's Actions | Mike | Meeting confirmed with John Bladon and Alan Clark in June. Further communication from Lord lieutenant's office re a possible "English Heritage blue plaque" for Lorna Casselton. Updated posters inside Railway station, outside station, and both in High Street. Outbid for Palmers pocket watch sold for £230 at auction. |

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| | | <p>Met with RDC officers at Rayleigh Civic suite to continue photographic archive work with Terry Joyce. I hope to have some info at MG re some “donations” from RDC for our archives.</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>Met with representatives from “Free Market Radicals/cultural Engine” who are working with RDC and others for grant funding (£750k) to regenerate High Streets. I have been asked to advise re heritage related issues.</p> <p>I attended the annual RTC Annual meeting to represent the Museum and spoke of our appreciation of annual grant. I spoke with a number of new Cllrs with offer to visit the museum and to join our Friends group.</p> |
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Events SC – on line talks. Discussion took place and decision made to place on hold for the moment but may come back to at later date.

Covid-19 - The plan is still to open on 2nd June for Wednesday and Saturdays initially. Just completed refresher courses for all DSs and they have been asked to ‘cascade’ this information to all stewards. Sandra has rota in hand.

GDPR / Museum Computer update. Please refer to Mick’s written report. Question raised on what type of passwords referring to. After further consultation with Charity contact will come back to M G.

Website update - We are exceeding our maximum data and Terry is investigating why. Could be we all hold too many emails in our files? The info email needs attention.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 698

A.O.B.

- Sue - Windmill will be reopening to the Public soon.
- Reminder Quiz night is Saturday and not Friday this time.
- Viv mentioned that according to Facebook the Rayleigh Art Trail may be resurrected. If RTM was to be a base, then need to be Covid compliant.
- Mike mentioned Council are asking for ideas for a Covid memorial.
- RDC Tapestry to be placed in the Museum later this year.
- Mike mentioned an article in the Essex Journal by one of our volunteers Tom M.
- Sheila expressed concern over the use of the Red Carpet when Museum open. It is far too heavy for many of us to lift. Mike asked for ideas and alternative suggestions. Take to MG.

Date of the next Meeting – Thursday 24th June 2021 – by Zoom – Karen or Terry to host – 7.15pm for 7.30pm

ACTIONS

1. Linda – B/F speak Alan C re projector cleaning if not on BMT spreadsheet.
2. Mike – Martyr’s’ Memorial – Speak Alan C.
3. Mick – to chase for copy of ICO certificate.
4. Mike – PAT testing – Peak security partly outstanding. Speak to Alan C.
5. Mick – M.G. agreed for Mick to speak to his Charity contact and report back to the M G asap.

6. Mike – Speak to Alan C re Charity commission and constitution.
7. Mike – RTC rent cheque
8. Viv – MODES membership renewal
9. Sue – Events Quiz for Newsletter
10. Viv – Let M G know any information on Rayleigh Art Trail.
11. All – Let Mike have ideas on Covid Memorial
12. Mike – Let RTC have RTM Covid ideas by mid June
13. Mike / All – ideas for grant funding to encourage residents to return to the High Street.
14. All – Ideas and observations on the ‘red carpet’