

## Rayleigh Town Museum

### Management Group - Minutes of Meeting, Thursday 26<sup>th</sup> May 2022

#### Held in the Museum

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

**Apologies** –Karen Vassallo and Cheryl Roe

**Written reports for May 2022**- have been distributed.

**Minutes of the meeting held on 28<sup>th</sup> April 2022**- agreed

**Matters Arising** – Actions completed-1-6, 8, 10-13,15-25. Ongoing 7,9,14 see actions

**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 26<sup>th</sup> April, however there are a number of issues to be updated:</p> <p>It is still hoped that the letterbox basket or receptacle will be completed this week and fitted;</p> <p>Cabinet for CCTV system will not now be purchased but there will now be two additional shelves fitted under the new reception desk and the system will be housed on those shelving units.</p> <p>Painting to be programmed for lobby and wall behind reception by end of June latest;</p> <p>Meeting due on the 8<sup>th</sup> June of the website team.</p> <p>Lease highlights the need to redecorate internally every 5 years if required. The necessity to obtain three quotes is now in the hands of Paul Middleditch and the specification and requirements have been completed. Quotes will now be requested.</p> <p>Monitor for desktop computer failed – this has now been replaced and fitted with a new one.</p> <p>The new reception desk has now been bolted together which means this is now complete.</p> <p>Problems with the window highlighted in the maintenance book to be completed Thursday 26<sup>th</sup> May.</p> <p>I have spoken with Phil Freeman who will be looking at the Long Case Clock sometime this week</p>
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	<p>Further magazine articles required for the July edition (on or before 1<sup>st</sup> June please) especially from those who have promised in the past and not yet produced.!! New authors always welcome.</p> <p>I helped Peter E set up the Echo photo exhibition in the Li9brary. The library is impressed with the interest show by visitors.</p>
Data Protection	Terry Jobson	No report
Development and Research inc Accessioning	Viv	Accessioning – Not much progress this month as only had 1 session so far, 2 <sup>nd</sup> session on 24 <sup>th</sup> so should be able to update little more then.

		<p>Accreditation – As above. By mid-June I hope to have some idea of what needs doing. Some sections may already be complete but until we have gone through the existing policies etc we do not know if they will reach the required standard.</p> <p>Research- Alison is working on WW2 – hopefully I will get an update on Tuesday.</p> <p>We will be holding a brief Development SC meeting on Tuesday.</p>
DVD 2021	Mike	No progress this month.
Echo Archives	Mike Eddie	<p>Mike - An audit is still required (I would suggest long overdue—who will action??) 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. Microfiche to be looked at by Southend Libraries.</p> <p>Eddie - Mike asked me if I would mind temporarily covering this for May and June until he has moved into his bungalow and his move is completed. There have been no enquiries regarding the newspaper's as of today.</p> <p>I still continue to visit Southend library researching the archives there, which is on going.</p>
Events School Liaison	Sue	<p>The Royalty Exhibition is now on. Thanks to everyone who has lent articles and worked on putting it together. This exhibition will stay up until the Tapestry is delivered in mid July. Further exhibitions for next year include Castle timbers, Churches and 1940's Christmas.</p> <p>The new display boards (thanks to the RDC platinum purse) are much easier to use. We still have some of the grant to spend.</p> <p>Tickets for the June talk are selling slowly. It would be nice if the MG and Trustees supported the museum events a little more.</p> <p>A quiz (4<sup>th</sup> September) and possibly 2 further talks are planned for later in the year.</p> <p>Thanks to Sheila for accommodating 90 pupils from Grove School at the museum which resulted in £100 donation. Also, there are 2 children quizzes and a craft activity.</p>
Finance	Linda	<p>Budget is still on track and is reviewed at every SC Meeting. We await Alan Clark's 3 quotes for the internal redecoration of the building. Depending on this, we may have to adjust our Reserve Fund Policy.</p> <p>Have received some legacy money recently and our own Legacy Leaflet is in the making.</p> <p>Offer of £50 received for the snooker cue and this has been accepted.</p> <p>Bank account details given.</p>
Friends Administration Inc Coaches	Linda	<p>Renewals and downloads all went very well. Membership stands at 552 – slightly up on this time last year. Peter and Leigh have issued all the membership cards for the renewals and next month will look to reminding those still to renew.</p> <p>For information the Standing Order download generates an immediate £3655.00 of income. The SC have agreed, in line with previous years, to donate £4000 to the Museum on the 1<sup>st</sup> July 2022. Also, we will be arranging a small article in a future Magazine to give members some idea of how this money supports the running of the Museum.</p> <p>The May coach trip went very well especially in the afternoon when the sun came out! The visit to Bedfield Hall was amazing and our guide and owner excellent.</p> <p>September trip to Weald and Downland Museum is half full – a little disappointing at this stage as we had so many enquiries early in the year. I note that Kirbys have now booked to go there this month but they are a £1 more expensive! The information has been sent out to all Friends again.</p>
Retail	Viv	Linda & I have discussed what items can be sold in Gazebo at Trinity Fair and Gemma has offered to produce poster to advise lots more things for sale in museum.
RTC	Cheryl	<p>All ready for Trinity Fair.</p> <p>Details of RTC and RDC Chair and Vice Chair given.</p>

Volunteers	Mike	<p>Opening hours reviewed monthly in line with changes to “covid” guidelines and rise in covid cases locally (on the increase). Masks no longer required, but Covid situation will continue to be monitored monthly as before, but we continue with windows open and sanitizing surfaces.</p> <p>Further ongoing training planned as required and requested, to include Fire training at the end of May. We are planning some more Volunteers heritage walks later in the year.</p> <p>Volunteer certificates issued for those who have volunteered for a minimum of 5 years, at the volunteer social event currently on the 22nd of May.</p>
Website and social media	Gemma Terry Joyce	<p>Gemma - I have created a template for the posters and new layouts for the information pages around the museum I will available for everyone else as soon as possible</p> <p>Terry – report attached</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 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. This will probably be until the end of July.</p> <p>I attended the recent meeting of the RTC Trinity fair working group.</p> <p>I attended the first meeting of the new Rayleigh Town Council.</p> <p>I hope to be moving house within the next 2 months and will need to reduce my day-to-day museum involvement (to include stewarding) in the short term.!!!</p> <p>I am investigating the “dendro dating” of the beams in the Museum.</p> <p>I am trying to find a sign writer to update the Benefactors board.</p>

**Covid-19** –The Museum will continue to open 3 days per week (Wednesday, Friday and Saturday) but subject to review at any time. Masks no longer required – now personal choice. However, windows open for ventilation and sanitiser still ongoing.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – 941

**A.O.B.**

- Donations boxes –Sheila says Fitzwimarc School happy to work on Donation Box design for museum.
- Website – Alan updated – website needs ‘cleaning up’. Probably a ‘shadow’ website being investigated and will work alongside existing site. Could take up to 12 months.
- Flooring report – Happy for the report to be sent to John Bladon asap.
- The Business Guidance booklet that is delivered to Households not up to date.
- Alan went to the Heritage Crime Conference at Layer Marney. Risk assessment booklet to be sent to RTM then circulate to all on M G.
- High Sheriff’s fund now part of Essex Community Fund and available to use.
- Royalty Exhibition mentioned in the Echo
- Work experience person – Alan to refer to Sandra.
- Side panel for Trinity fair gazebo still to be found
- Letterbox nearly completed
- Ernie Lane plaque should be ready next week.
- Antique Roadshow enquiry – information supplied

- Dendro dating – Await answer from John Bladon on sharing costs. Could go ahead with initial survey? Agenda for next month.
  - Signwriting – will proceed with this now along with W I Hall and Conservative Club as joint venture
  - Volunteer mentioned having copy of Minutes if name mentioned in Minutes. For the person dealing with any actions arising to make the contact. Minutes will be available on website too.
  - Mike has received invite to closing service at Evangelical Church
  - List of Town defibrillators to be displayed in Town Notice Boards.
  - RDC has offered new acquisitions from Mill Hall and Civic Suite. More may well follow
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- **Date of the next Meeting** – Thursday 23<sup>rd</sup> June 2022. 7.15pm for 7.30pm

## **ACTIONS**

1. Sheila – B/F ongoing action on blinds
2. Dev SC/ Alan C – ongoing costings for timber framework required
3. Dev SC – let Finance SC know by early July the costings for timber supports ready for budget 2022/2023
4. Sue – ongoing Essex Children's University
5. Mike – Ask Cheryl re RDC licence for Trinity Fair.
6. Alan – to progress Fire exit at the rear and tile replacement at front entrance.
7. Alan – send flooring report to John Bladon
8. Viv – note someone has overpaid £7.00 on card – to be refunded when details available
9. Alan C Alan B – When website has progressed, give presentation to M G.
10. Mike – Diary action e mail for rent cheque. Copy in Linda so she has the details for the future.
11. Alan – arrange Trinity Fair set up for 8.30 am
12. Linda – try to re arrange Finance SC so Alan can attend
13. Linda - agenda Dendro dating June