

# Rayleigh Town Museum

## Management Group Minutes of Meeting Thursday 26<sup>th</sup> November 2020

### Held by Zoom with Karen hosting

**Present on line** – Mike Davies (C), Sue Smith, Gemma Smith, Linda Davison(S), Viv Irvine, Karen Vassallo,

Thank you to Karen for hosting this meeting.

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

David Pymer has formally resigned from the Trustees and Management Group. Mike wished to record his thanks for his help over the past few years.

**Written reports for November** - have been distributed

**Minutes of the meeting held on 29<sup>th</sup> October 2020** - agreed

**Matters Arising** – 1, 9,16,17 ongoing

3,4,6,7,8,11,12,13,14 and 15 completed

2,5, ongoing – see actions

10 – on hold

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

Sub Committee	Chair	Monthly Update in addition to SC reports
Acquisitions	Mike	A rare colour transfer crested china item purchased.
BUMS	Terry (Joyce)	See report attached
Coach Trips	Linda	No final decision on the April 2021 trip to Southwold and Bedfield Hall will be made until well into the New Year – Covid pending. Linda is contacting all those interested by phone to update on the situation.
Commercial Hire Sponsorship Newsletter	Mike	January newsletter in hand, but new articles always welcome—especially if you have not submitted previously(please). Several new authors in the Jan newsletter.
Data Protection	Mick Kay	Nothing to report
Development Accessioning	Viv	Unfortunately, our meeting on 6 <sup>th</sup> of November was cancelled but hopefully we will be able to set new date once window repairs are complete. Then we can go through Spectrum procedures to make sure we are complying and work towards getting Eligibility Questionnaire resent. We will also need helpers then to clear up dust etc once work finished and get museum back to ‘normal’ so we can open again, even if only for a few weeks before Christmas. This work will be largely conservation to ensure no damage has been done to any of the artefacts.
DVD 2020	Mike	Hope to resume in Jan 2021 with a target completion date of Spring 2021.
Echo Archives	Mike	Further reorganization works in storage unit ongoing, thanks to help from Ray Pattman. With lots of chairs and other items storage

		unit is currently full to overflowing! with even more items from the Museum (poppies) due to be received.!!!
Events	Sue	NO further update on Museum events. HODS going ahead in 2021
Finance	Mike	No information (yet) on possible rent increase from Nov 2020. Finances still sound thanks to Covid funding to offset loss of usual income. Possible further Covid grant may be possible, and Karen will advise in due course. Bank account details provided.
Friends Administration	Mike	Membership currently stands at 636(626 in Oct) Increase due to renewals following recent exercise and non-renewals will be deleted from files (GDPR) at the end of November.
Publicity	Mike	Another article submitted to "Vision Rayleigh" and thanks to Terry (Job) for offering to write copy for Jan. Terry (Joy) provides regular updates on social media Article published in "Museums in Essex" newsletter. Working with Terry (Joy) on further virtual tour of Museum and Object of the week. The 2021 Heritage fun run has been provisionally booked for Sunday 21 <sup>st</sup> March. Poppy display in our 3 notice boards in town.
Research	Viv	Three volunteers have been busy typing up some of the newspaper reports that Eddie Dray sends to us but if anyone else wants to help with this please let me know as there are still lots to do. Some of these reports have been the starting point for articles for the Friends newsletter and research into the background of the article. If anyone has started any research on any topic please let me know to save any duplication of work.
Retail	Viv	Although museum has been closed, we have been able to offer Christmas cards, books & postcards for sale online and have sold nearly £30 worth of cards so far.
RTC	Cheryl	Trinity Fair 2021 Sunday June 6 <sup>th</sup> – Covid permitting. Several retail units in High Street have closed or in process of closing. Christmas lights now on but no official 'switch on' due to Covid.
Volunteers	Mike	I was asked to supply a reference for a previous volunteer (Emma) Several DS and stewards still not available for duty due to Covid, but as we only plan to open for 2 days a week in Dec (Wed/Sat) should not be a problem.!! Situation under constant review and we need to ensure that windows refurbishment complete in time to enable cleaning and replacing exhibits ahead of 2 <sup>nd</sup> Dec. (see further note below)
Chairman's Actions	Mike	I am working with Terry (Joy) and Roy Fallis to deal with some clarification on our Insurance policy. Arranging with Terry (Joy) to meet with N Harris of "View our space" re virtual tour of Rayleigh. Final version of new visitor comments forms ready to hand out to visitors (DS to note please). Remembrance commemorations cancelled but our poppy display in the Museum appreciated by those that viewed (both inside and outside). Our wreath was laid at the Legion. Working with RDC on the history of both the Mill Hall and Civic Suite. Continuing with photographic record of Civic Suite and hoping to do likewise with Mill Hall.

		<p>I have issued an “expression of Interest” to both RDC and ECC re the archaeological dig on the old Milk depot site. I asked for volunteers from Friends group to assist and received 10 requests. I attended an Environmental committee meeting with RTC on the 23<sup>rd</sup> November.</p> <p>I have dealt with a number of requests from local authors (and the Echo) for loan of newspaper binders and arranged collection/delivery.</p> <p>I delivered both Friends renewals and Christmas card retail sales locally.</p> <p>Notice boards updated in High Street and Station.</p>
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### **Covid-19 Museum**

Covid-19 SC Ongoing procedures in place. Mike confirmed he was shredding the Track and Trace records after 21 days in accordance with regulations.

**Museum Diary** –Actions required noted

**Volunteers Hours Worked** – 712

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

- Sue now on Spectrum course
- Mike has details of new regulations due January 2021 from Dept. of Business etc. Will scan over.
- Need to get the lectern memorial plaque engraved – suggestion to try Stuarts for a quote.
- Benefactors Board needs updating – Any further nominees?
- Credit for photos in Evening Echo.
- Full photographic record needed of Mill Hall before demolition, also what will happen to time capsule?
- Windows – Bakers now not back until next week and still awaiting permission for scaffolding. Sheep’s wool to be used as window insulation. Therefore, RTM reopening to be scheduled for Wednesday 9<sup>th</sup> December 2020 to allow for cleaning to take place.
- Keyholders – Peak security have issued new batteries for fobs.
- Key safe at rear – combination now changed.
- Sub committee list needs further updating and details of cover roles to be included.
- Gemma has some books for possible re sale.

**Date of the next Meeting** – Thursday 17<sup>th</sup> December 2020 – by Zoom - Karen to host – 7.15pm for 7.30pm

### **ACTIONS**

1. Mike – speak to Alan C re: - Coversure Invoice – needs to be paid. (O/S action)
2. Linda – Diary – move Coversure action further back to September to allow for preparation work to be done in time.
3. Viv / Dev SC – to solve issue re OEF and Item storage. (O/S action)
4. All – Needs investigating – OEF digital
5. Mike – to send letter to RTM from Rayleigh Through the Looking Glass re transfer rights.
6. Karen – investigate how we record Covid and Contingency funds

7. Linda – add this as item on next Finance Agenda.
8. Sue / Viv – to arrange Rota for cleaning of Museum before reopening on Wednesday 9<sup>th</sup> December.
9. Mike – to contact Sandra with reopening date for the Volunteer Rota.
10. Linda – Sub Committee list needs further updating.
11. All – under Succession Planning will all Chairs of SCs send their details of role shadowing / cover to Linda asap.
12. Linda – send Alan C e mail re Diary action on CCTV.
13. Sue – Trustees meeting in November 2021 to be moved to 3<sup>rd</sup> November 2021.
14. Sue – Plaque – seek quote from Stuarts of Rayleigh.