

Rayleigh Town Museum

Management Group - Minutes of Meeting Thursday 18th November 2021

Held in the Museum

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

Apologies –Roger Alluid, Cheryl Roe

Written reports for October - have been distributed.

Minutes of the meeting held on 21st October 2021- agreed

Matters Arising – Actions completed. 3. refund in hand. 6. being actioned

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>Most of the issues that were outstanding have been addressed within the previous report.</p> <p>CCTV electrical – spoken with Louise from Peak Security – Neil electrician awaiting convenient time to attend; Insurance completed and premium paid; Awaiting Utility Warehouse to check whether we have the best deal available; New cabinet to arrive 16th if possible 2 members of team available; Lift contract renewal – awaiting Zurich response; Coversure insurance due November plus review all insurances. Complete Website renewal due November (Terry has since paid this) Ongoing Projector maintenance – In hand – do we have a contract with a</p> <p>This month we have recorded a number of what would appear to be nit picking which need to be brought to the attention of the Management team. The items mentioned below have been found either on a normal Thursday BMT maintenance day or by myself as Duty Supervisor. Could DS's please ensure that the closing procedures be checked to ensure a secure museum is maintained.</p> <p>Blinds left up/open Lights left on CCTV monitor left on Keys left in locks Key safe left open Lost keys (later turning up) PC left on Open signs left on display (when closed) Floor movement monitor removed (now replaced) Broadway Room</p>

		<p>Plastic/cardboard items propped up against radiators (restricts heat circulation/wasting money and possibly damaging the item in question) especially Tapestry.</p> <p>Pest traps moved/removed/flattened</p> <p>Windows left open/unlocked</p> <p>Back door unlocked</p> <p>Back door not locked properly/securely</p> <p>Equipment/items left switched on</p> <p>Safe open</p> <p>Donation boxes left out</p> <p>Internal fire door left open</p> <p>Wheelchair positioning (too close to emergency exit)</p> <p>Mobility walker positioning (too close to emergency exit)</p>
Coach Trips	Linda	May trip fully booked with waiting list. Other details of visits will be available only when published in Friends magazine and then will be on 'first come, first served' basis because of the demand for seats.
Commercial Hire Sponsorship Newsletter	Mike	<p>Articles still required for the Jan 22 Magazine (new contributors welcome) please. Please submit by 1st December.</p> <p>I am chasing outstanding Invoice from BDC for Commercial hires. RDC now received (£250).</p> <p>Monthly hire enquiry received, awaiting further meeting to progress.</p> <p>Benefactors and sponsors certificates to be issued soon.</p> <p>Meeting with possible further benefactor. (Lift and newsletter)</p> <p>Logo and rebranding to be launched in Jan 22.</p> <p>Further discussions re photos on blinds in Broadway room (3). One already sponsored.</p>
Data Protection		At long last the ICO has contacted Mick Kay and arranged to change DPO to me.
Development Accessioning Acquisitions	Viv	<p>We have now been accepted as eligible to apply for Accreditation so we are "working towards" accreditation.</p> <p>This means a lot of policies will need to be written and I will be looking for 'volunteers' to help with this.</p> <p>It also means that we may have access to apply for grants and book free places on training courses.</p> <p>V W has agreed to join the Dev S C.</p>
DVD 2021	Mike	No progress since last month.
Echo Archives	Mike	<p>Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires.</p> <p>Mrs Ollet returned to view more newspapers, for poss. further Echo article.</p> <p>An audit is still required for the storage area when/if time permits.</p> <p>I have a meeting with the Echo, which hopefully may result in a further article.</p>
Events	Sue	<p>The quiz is now typed up and ready. Tickets are still selling.</p> <p>Terry Jobson has suggested holding 2 further online quizzes over the winter, which he is happy to organise and host. Dates TBC.</p> <p>The Remembrance Exhibition will stay up until the end of November when it will be replaced by a Victorian Christmas.</p> <p>Continuing to accession items at home.</p>

		<p>Attended the Remembrance Day Service.</p> <p>Heritage Rail Trip to Rayleigh will be Sunday, 24th April 2022</p>
Finance	Mike	<p>Monthly spreadsheet in line with predictions.</p> <p>Rent increase due shortly.</p> <p>Invoice for new front door still awaited.</p> <p>Possible Legacy funding opportunity to be discussed at the next Finance sub.</p>
Friends Administration	Mike	<p>Membership currently c 585 with further renewals and new members received. Final reminders sent out and non- renewals will be deleted from our files (GDPR) in Nov.</p>
Publicity	Mike	<p>Further articles in the Echo, and Rayleigh Times.</p>
Research	Viv	<p>We still need someone to help with WW2 research, only qualification needed is access to Ancestry or Find My Past at home.</p> <p>I'm trying to answer emails on museum info@ - current one is from man in Canada researching his family tree with connections to Rayleigh and surrounding area.</p>
Retail	Viv	<p>The Christmas cards have nearly sold out, hopefully with a bit of promotion we can sell all of them!</p> <p>Sales figures (and donations) are much lower now than when we had tapestry exhibition – which is not unexpected.</p>
RTC	Cheryl	
Volunteers	Mike	<p>We have agreed to open for 3 days a week for the remainder of this year and provisionally until Feb/March 2022, subject to ongoing review. Last entry now 3.30pm and possible reduced winter hours discussed.</p> <p>Some volunteers attended a “heritage walk” on Sun 7th with a further one due on 21st Nov. Please speak with Sandra if you wish to join. Limited numbers now available.</p> <p>Further ongoing training planned as required and requested (in 2022). Volunteers social on Sun 28th Nov.</p> <p>Volunteer certificates to be issued for those who have volunteered for a minimum of 5 years.</p> <p>Sweyne park School student started 12-week work experience sessions (wed pm)</p> <p>We recommend last day open before Christmas as Wed 22nd and reopen on Wed 5th Jan.</p>
Website and social media	Gemma Terry	<p>Terry sent to website report – total visits 3852</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, initially in Nov/Dec to gauge public reaction.</p> <p>Completed a reference for Steven Hearn re an employment position.</p> <p>The “mystery Shopper” visited the Museum on the 10th November and made herself known to me.... just as she was leaving.</p> <p>Several hire visits from local U3A to see Rochford Tapestry with income of £102. Tapestry booked for 2022(as agreed by Events)</p> <p>Southend Museums have now visited Copt Hall and have finally agreed that we may have some of the castle timbers permanently</p>

		<p>Volunteers for stewards David P, Eddie D, Paul M, and myself assisted at the Remembrance service on the 14th of Nov. Many thanks.</p> <p>Longcase clock returned after being repaired by Ian Bushell.</p> <p>I will be attending the reintroduced RTC Environment committee meetings (29th Nov).</p> <p>I attended a Zoom “interview” to become a member (Independent Local Community Member) of the London Southend Airport Consultative Committee.</p> <p>Heritage Fun Run confirmed for Sunday 13th March 2022.</p> <p>Usual number of general enquires from various sources.</p>
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Covid-19 – All previous recommendations are still in place and will continue to do so for the foreseeable future. The Museum will continue to open 3 days per week (Wednesday, Friday and Saturday until the early spring. Will be reviewed at next meeting.

Museum Closing Times - for Christmas period. Agreed to close after session on Wednesday 22 December 2021 and reopen on Wednesday 5th January 2022.

Further discussion took place on the proposed change of opening hours for the Museum in the winter period. The recommendations of the Volunteer SC, (who had discussed this at length) were agreed. To keep hours as they are but to put notice on the door for last entry at 3.30pm. to enable all volunteers to start the closing procedures earlier. But Museum to remain open until the allotted time of 4.00pm. Any volunteer uncomfortable working afternoons in the winter will be able to book morning sessions.

Doll's House - A discussion took place on a request to rotate the doll's house display with another model house being gifted to the Museum in January. The fragility of the existing doll's house was highlighted and moving it to storage would be detrimental. It is also one of the most looked at exhibits in the Museum especially for children (of all ages!). But it was also thought that two models in at the same time was not appropriate for the Museum. Agreed that a special exhibition on the new scale model, the estate and the builder would be very beneficial to the Museum. A vote was taken on whether to retain the Doll's house in the Museum at all times. 6 for, 1 against.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 979

A.O.B.

- E mail from Clare at Southend Museums confirms permanent ownership of 43 pieces of N T timbers. A discussion took place on possible way forward.
- Cleaning issues raised especially the need to vacuum clean on a regular basis. To ask BMT if they could help with this task on a Thursday when the Museum is closed.
- After Mystery shopper visit, next stage and decision time will be on 6th December 2021.
- Trustees asked that we consider a request to RTC to assist with the increase rent charge of £1780 pa. It was decided to confirm the Finance S C decision to absorb this increase within our own funding for as long as we possibly can, being aware of the financial restraints on the council at this time.
- Karen asked whereabouts of Trustee report – with Alan.
- Discussion took place on BMT comments for closing procedures. A note to be sent out reminding all that a full list is available to work from in the volunteers' guide.
- When having Tapestry Exhibition next summer, consider putting Glebe Tapestry on display as well but some conservation needed before then.
- Tapestry frames available from Phoenix at Lubbards Farm. Roger in touch.

- Black history month – earliest record of a black individual in Essex - 1580 in Rayleigh. Terry could not find any information.
- University of Leeds – student assignment on Rayleigh Heritage Trail.

Date of the next Meeting – Thursday 27th January 2022 in the Museum. – 7.15pm for 7.30pm

No meeting in December 2021 but Linda will be sending a request for December reports and hours in w/c 20th December 2021.

ACTIONS

1. All – Any newsletter articles to Mike by the 1st December 2021
2. Alan – update please on outstanding invoice for the door and also progress on the letterbox
3. Mike – speak to Alan requesting paragraph in next month's report on plans for the N T timbers.
4. Mike – Glebe paperwork/photos from storage please
5. Sheila – analysis report on your visitor survey to RTM.
6. Mike – note to all DS / Stewards to refresh / re-read Opening and Closing procedures.
7. Mike – to contact CT for update on DVD.
8. Mike – speak to Alan re fire risk assessment, fire training and PET testing.
9. Linda – Let Sandra know Christmas closing times.
10. Linda – Let Terry know closing times for the website.
11. Gemma – Closing times for Facebook.
12. Linda – Diary action – check with Alan about De Fib battery.
13. Linda – Mention to Alan - annual monitoring of fire alarms due.
14. Karen – contact Alan re Trustee Report.
15. Linda – ask Alan if they could include vacuuming on a Thursday while Museum closed.
16. Sheila – to try to photocopy documents for Derek D.
17. Sue / Events – to arrange a special exhibition around new house model and Burrows Way.