

Rayleigh Town Museum

Management Group - Minutes of Meeting, Thursday 17th November 2022

Held in the Museum

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

Apologies – Karen Vassallo, Cheryl Roe

Written reports for November 2022- have been distributed.

Minutes of the meeting held on 27th October 2022- agreed

Matters Arising – Actions completed –1,2,3,5,6,7,11-14. Ongoing 4,5,9,10

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>Clock: - I am still awaiting response from Phil Freeman Email sent 13/11/22. Response received 14th will try and collect when the BMT are in on Monday 21st Painting.</p> <p>Keypad: - I have discussed it with Louise from Peak Security and they are still trying to see whether it would be possible to do. If it is then we would only be able to have 8 biscuits (fobs)</p> <p>Tiles:-I have now had the opportunity to speak with Frank from Charfleets and this is progressing. Conversation held after Wreath Laying. We are to meet to discuss.</p> <p>Projector maintenance – The cabling within the trunking along with the socket outside the trunking has been replaced and the projector is now operational. The bulb still retains 94% operating ability before a replacement is required. Repair Cost £4.23</p> <p>Website: - Meeting to be arranged with Barrie to bring to a conclusion the website issues. Contact will be made with Paul from Azurro to gain access to the logos.</p> <p>Painting: - 21st November the lobby and other areas within the museum will be painted by BMT. Still on Target to complete as programmed.</p> <p>Toilet: - Report of broken handle on the toilet :- Completed repair on 13th November 2022. Repair Cost £0.</p> <p>Renewal of insurance: - Completed at a cost of £1401. Same cover as 2021/2022.</p>
Marketing Publicity Inc Hire, Sponsorship and Magazine	Mike	Twelve monthly hire meetings agreed for 2023 with the Rayleigh British Legion. I am currently working on the Jan 23 edition of Friends magazine. Articles welcome.
Data Protection	Terry Jobson	<p>The only activity to report relates to an enquiry from Paul Middleditch concerning the Museum's approach and processes relating to information management.</p> <p>I fielded this enquiry and provided a high-level overview of the Museum's approach to the following areas:</p> <ul style="list-style-type: none">• Purpose Limitation• Data Minimisation• Accuracy• Storage Limitation• Integrity and Confidentiality <p>I have not had any further requests as yet for additional information or clarification and so hopefully this has met his requirements at present.</p>

Development and Research inc Accessioning	Viv	<p>We will be having a meeting on Tuesday 15th so I will update at MG if anything extra to report.</p> <p>Accreditation & Accessioning-</p> <p>Some books were found in the book sale that had been already catalogued! Just hoping that no other books have been removed from Research area.</p> <p>Not heard from Alan B yet re a possible Business plan that he offered to research for a template.</p> <p>Research-</p> <p>WW2 Roll of Honour not complete yet and needs some amendments.</p>
DVD 2021	Mike	I have had several more meetings with Chris Taylor to progress further. We have asked Peter Holmes (ex-BBC) to do the voiceover but unfortunately, he cannot do so till the new year. I have arranged £200 sponsorship for the DVD from the Spread Eagle.
Echo Archives	Mike Eddie	Further requests from local authors and historical researchers.
Events School Liaison	Sue	<p>Alan's talk was reasonably well supported and made approximately £140. It was however quite a lot of work to set the talk up and get everything put away afterwards. Thanks to Tom and his brother who had bought tickets for staying and helping with the chairs.</p> <p>The Home Front Exhibition and Open Day had about 40 visitors and considering the awful weather went very well. We may repeat this kind of event again. Thanks to all the volunteers who supported on this day.</p> <p>To date the quiz has sold 19 tickets. Raffle prizes and a hamper are all in hand.</p> <p>The Lucky Dip prizes for the Lights Switch On, are wrapped up and ready. I currently have no one to pick up the gazebo, I will ask Sandra to email the volunteers to try and find someone.</p> <p>The Timbers display is ongoing, there are not as many timbers of a good enough size to make as big a display as we would have liked, so we may introduce some new planks to show what they would have looked like.</p> <p>Other aspects of this exhibition are a work in progress. Need a copy of the Castle print in the Mill Hall.</p> <p>Along with Gemma I attended the Remembrance Day Service.</p> <p>Sweyne Choral Society exhibition in the Museum 7th – 15th January 2023</p> <p>Quiz ticket sales at 23</p> <p>ACCREDITATION Not much advance on this as we have had a lot of new acquisitions to deal with and some urgent conservation work.</p> <p>Young persons visits to Museum now comparable to 2019 figure.</p>
Finance	Linda	Budgets are on, if not slightly, better than our forecast. We are still missing some sponsorship income which Mike is chasing up. The SC closely monitors the utility costs and thank Peter C for his help in this. Bank account details given.
Friends Administration Inc Coaches	Linda	<p>Membership stands at 599</p> <p>Our S C meeting held on Tuesday discussed the action plan for the new membership rates from next May. Also discussed were visits and a coach trip for 2023.</p>
Retail	Viv	<p>Takings very good on some days and still nil or very low on others. No idea why.</p> <p>New museum pens should be received by end of the month.</p> <p>N Beer books- Rayleigh Church in Tudor times back on sale and another book in process of a reprint. As the set-up cost is quite high the price of all the Beer books will need to be increased after Christmas. They have been at £4.00 for at least 10 years.</p> <p>We will also need to review the price of other items in the New year – eg coin key rings which now cost 25% more than pre covid!</p>
RTC	Cheryl	CCTV confirmed for the High Street

Volunteers	Mike	A volunteers meeting was held on Mon 14 th . Thanks to everyone who assisted (and attended) Further applications received for new volunteers. Induction courses pending. Ann M and Glynis P have both stepped down as Museum DS/stewards for family reasons. Ann has offered to assist with evening hire.
Website and social media	Gemma Terry Joyce	Website figures attached separately Gemma is monitoring Twitter
Chairman's Actions	Mike	Met with Pear Marketing and RDC in the Museum to progress a number of promotional and Tourism ideas (spend a day in Rayleigh/Rochford). I am discussing with RDC possible research/storage opportunities in 2023. I have arranged with the Community Rail partnership the text (7 different aspects of our history) for a "talking bench" in the Railway Garden. I have been asked to attend the Hockley Chamber of Trade to give an update on the Museum. I attended the recent Chamber of Trade meeting. I have been asked to give a talk on the radio for Phoenix FM. I have been invited to the Swayne Park School Christmas concert. I have been invited to a members Board meeting at Swayne Park School. I have held a meeting with "Contented brands" a marketing/DVD company re a possible Rayleigh related DVD in 2023 (different from the one in hand). I have been offered a three feet model of a Dutch style Windmill. I declined and offered Rayleigh Windmill who have accepted. I have been asked to meet with a representative from Wickford Town council on "how to establish a museum"

Museum Rota etc - Wearing of masks in the museum is currently voluntary for both volunteers and visitors. We will continue to review mask wearing and ventilation in the museum under Covid risk assessment and in line with Government guidelines.

Suggestion Box None received at time of meeting. One received since and being dealt with by e mail copy attached.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 1019

A.O.B.

- High Sheriff visit to Museum – need a list of those to be invited. Invitation card needed.
- Donation monies counted after closure on a Saturday to now be entered into the diary alongside other daily figures. Two people to sign donations off.
- A Constitution and Policy file has been set up in the Museum – this will help towards accreditation.
- Welcome sign on the door needed.
- Housekeeping Book – record any conservation work.
- Concern expressed on the condition of the main beam into the Regal room by the slope.
- Lights Switch on evening - Lights still needed for Gazebo
- Christmas Fair at HT. Retail goods being sorted on Sunday
- Object of the month to be started and placed on the Website / social media
- Investigation needed into royalty free medieval music – is licence required?
- Buying zig-zag display unit for timber display.
- Concern expressed that some books from research had ended up on the book sale shelf.
- Look into more adult retail stock

ACTIONS

1. Mike – List of people to invite to High Sheriff's visit.
2. Sheila – to design an Invitation card for this event
3. Linda – to bring forward ongoing actions
4. Viv – send note to Sandra for DS to be alert to books being put back in correct place
5. Sheila – to seek advice from her contact re large timber.
6. Sue – to contact Clare Reed -SOS conservator re No 5
7. Linda – to give details to Sandra for Vols newsletter re donation money entry
8. Sue – to send to Terry Jobson link re ICO membership inc. CCTV
9. Terry Jobson – to action the above
10. Gemma – to monitor Twitter situation
11. Linda – agenda this for January 2023
12. Alan – to look into the condition of the beam and see if action required.
13. Linda – Rent request to RTC
14. Linda – actions from diary
15. All – no meeting in December – next M G 26th January 2023
16. Linda – Finance policy to Sue for the folder
17. Sue / Gemma – Welcome signage
18. Sue – to investigate cost of performance licence.
19. Events – to give retail list of suggested items to purchase
20. All – to submit their December hours to Linda by 29th December 2022