

## Rayleigh Town Museum

### Management Group - Minutes of Meeting Thursday 21<sup>st</sup> October 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 30<sup>th</sup> September 2021**- agreed

**Matters Arising** – 1,2,4,6,8,9,10 complete

3,5 and 7 ongoing as required

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

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>The weekly checks have been carried out for the last month and there are only a few issues that may need attention in the future :</p> <ul style="list-style-type: none"><li>• The weatherboarding needs to be monitored in respect of the lighting that Russ has carried out. Some of the weather boarding has split which appears to be new. This may be caused by the rigidity of the lighting cables.</li><li>• We are still awaiting the invoice for the front door – we have continued to chase up.</li><li>• Letter box being obtained for the inside of the door – awaiting</li><li>• Tiling to be deferred to the spring as advice taken and if there is a frost on newly laid tiling they will crack.</li><li>• Re-decoration of the lobby area to be carried out when time is available.</li><li>• New door opening mechanism to be fitted.</li><li>• Petty cash required for Paul for materials</li><li>• Monthly checks to be carried 19<sup>th</sup> October, 2021.</li><li>• Insurance is due on 2<sup>nd</sup> – there were a couple of queries which are presently been picked up by Natalie from Coversure.</li><li>• Peak Security reattached the contacts which has now given us the buzzer back on the front door.</li></ul>
Coach Trips	Linda	<p>The bookings for the Southwold trip and Bedfield Hall have sold out very quickly. We are now taking a ‘reserve’ list as we are bound to have some changes between now and next May.</p> <p>All DS have been informed by email of this and asked to take details for the reserve list and leave in the Coach slot on the wall. It should be noted that this trip can only accommodate 40 people (due to the Hall) and with the 19% increase in the coach fare, there will be very little donation to the Museum for this trip. Just out to welcome Friends back!</p>

Commercial Hire Sponsorship Newsletter	Mike	New Logo now confirmed. Newsletter renamed (Discovery) Articles required for the Jan 22 newsletter (new contributors welcome) please. I am chasing outstanding Invoices from both RDC and BDC for Commercial hires.
Data Protection		No update
Development Accessioning Acquisitions	Viv	Accessioning- now over 3700 items catalogued and 4 drawers of plan chest dealt with. Eligibility application sent and reply received that now with local accreditation team to check. This may take 6 weeks or more. New cabinet – delivery has been “promised “for 8 <sup>th</sup> or 9 <sup>th</sup> November. I will be calling firm again in next few days. Acquisition – some items from Mike to go through on session on 19 <sup>th</sup> Oct.
DVD 2021	Mike	I have had further meetings with Chris Taylor, and I hope to view a FIRST draft of the images soon. No progress yet with my draft text!!! Not yet able to advise a publication date.
Echo Archives	Mike	Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires. I have received some more Echo archives and am currently discussing these (non-Rayleigh) items with the Echo. Will be further good publicity for the Museum. An audit is still required for the storage area when/if time permits.
Events	Sue	Tickets have started to sell for the quiz/bingo event, and we are holding a meeting on Tuesday 19 <sup>th</sup> October to discuss the final details. Trevor will be attending. I attended the Heritage Learning and Education meeting (Sheila also attended). This was a very informative meeting which raised some interesting issues (Sheila has more information). I have received an email from Jemma Buckley concerning the Free Archive film programme. This is to commemorate this year's Poppy Appeal. It is available from 25 <sup>th</sup> October, more details after our meeting on Tuesday. Opportunity of DVD loan until next March on 'Wartime in the South East.' I am booked on a course being held by the Collections Trust on 21 <sup>st</sup> October entitled Acquisitions. Suggestion exhibitions – Victorian, Royalty and Churches. Talks may re commence next spring.
Finance	Mike	Monthly spreadsheet in line with predictions. Rent increase due shortly. Invoice for new front door still awaited. Bank account details given. Gift aid submitted. (Now received)
Friends Administration	Mike	Membership currently approaching 583 with further renewals received, with reminders sent out with July Newsletter. Further(final) reminders to be sent out soon. I have sent personal

		reminders to two key individuals both residing abroad. Non renewals will be deleted from our files (GDPR) in Nov.
Publicity	Mike	Further articles in the Echo, and Rayleigh Times. Thanks to Peter C for his further help in researching the photos
Research	Viv	Nothing new to report
Retail	Viv	Christmas cards selling well and over half of the stock sold, 3 designs now sold out. Weekly takings up by over 100% so far this month. New quiz book selling well and already sold at least 2 of the 10 extra ones bought last week. Once we have a template for the new logo, we can look at buying some more new items.
RTC	Cheryl	Nothing to report
Volunteers	Mike	We have agreed to open for 3 days a week for the remainder of this year. We will consider possible revised days from Jan, subject to a number of ongoing considerations. An induction session was held by Sandra for 3 new stewards and was attended by several existing stewards and DS. Volunteers have been offered a "heritage walk" (Sun 7 <sup>th</sup> and 21 <sup>st</sup> Nov 1030). Please speak with Sandra if you wish to join. Limited numbers available. Further ongoing training planned later in the year as required and requested. A number of new stewards willing to undertake outside PR duties (30 mins a time) just a shame that some of our more experienced colleagues are reluctant as it is proven to increase footfall and awareness of the Museum. New work experience person starting soon.
Website and social media	Gemma Terry	Social media 3000 hits re tapestry. Terry offered to submit monthly figures on website use, if still required.
Chairman's Actions	Mike	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. Although all 50 spaces allocated for the "Big Essex Heritage walks", some cancelled on the day, some never responded, some arrived on the day unannounced so I will need to reconsider whether we participate next year. However, I have received a number of enquiries from local residents who saw the walk and have enquired about Museum heritage walks next year. Southend Museums have now visited Copt Hall to view the timbers but are yet to decide what to do with them (and whether we can have them)!!!! If needs, be I will ask Mark F to see if he can assist. Volunteers for stewards (to date David P, Eddie D, Paul M, and myself) to assist at the Remembrance service on the 14 <sup>th</sup> of Nov. Many thanks. Longcase clock currently being repaired by Ian Bushell. I hope it will soon be returned. I will be attending the reintroduced RTC Environment committee meetings (18 <sup>th</sup> Oct). I have been invited to become a member (Independent Local Community Member) of the London Southend Airport Consultative Committee. Usual number of generals enquires from various sources.

**Covid-19** - Masks/ Face shields should continue to be worn in the Museum by all Volunteers. Public wearing of masks no longer mandatory but all visitors are strongly recommended to wear face covering in the Museum. Offer a face mask from our supply. Ventilation is still required and windows to open are marked.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – 818

**A.O.B.**

- A discussion took place on Sheila's report on the Marketing Strategies course, attended by Sheila and Sue, by the Heritage Engagement and Learning Group. (Copy report already circulated). One of the main points raised was identifying and marketing your audience. Suggestion that we undertake a short survey with all visitors to the Museum and the results be reported back to M G. Also consider widening our area coverage on schools we invite to visit.
- A discussion took place on Sheila's report on winter opening hours. This will be discussed at next Volunteer S C. An idea for the Museum to have signage on the door saying last entry to Museum is at 3.30pm could be implemented in the meantime.
- Linda mentioned Terry had offered to submit monthly reports on the website usage. Agreed.
- Alan had asked Beth Wilkey to visit the Museum on the morning of Friday 26<sup>th</sup> November. Further details will be available at Trustees meeting.
- Linda asked, that as no meeting in December, will we will be keeping the reports and hours for December and January separate.
- Agreed in principle to close the Museum out of respect should Sir David Amess' funeral be held on a day the Museum would normally be open.
- Mark Francois has offered to speak to SBC and N T on our behalf re the timbers.
- Several items (including pens, leaflets, old newsletters) given to Fitzwimarc school.
- Tapestry finishes 30<sup>th</sup> October. Take down on the Sunday morning and return to Rochford on Monday 1<sup>st</sup> November. Cars being used - Sheila, Sue, Linda and Geoff and Mike.
- Mike says RDC are visit England quality assured. How much does this cost and can we be included in this.
- East of England Tourism Awards – we have been nominated – passed part 1. Part 2 will be mystery shopper.

**Date of the next Meeting** – Thursday 18<sup>th</sup> November 2021 in the Museum. – 7.15pm for 7.30pm

**No meeting in December.**

## **ACTIONS**

1. All – Hamper items please for the Quiz Raffle
2. Mike – Speak to Alan C. re Mark Francois offer on the timbers.
3. Viv – Cabinet. If no delivery received on the 8/9<sup>th</sup> November as promised, then a refund is required.
4. Mike – discuss new post box with Alan C.
5. Mike – to collect poppies from Storage.
6. Linda – Ask Roger for copies of Hire invoices.
7. Mike – speak to Geoff re tapestry returning to Museum next August.
8. Sheila – Questionnaire for visitors and copy to Vols SC.
9. Viv – Bath chair murder. To see student and mention a few alterations to the wording of his report.
10. Linda – Logo for retail - speak to Paul.

11. Linda – Diary action – Terry website renewal
12. Linda – Diary action – Several BMT actions – inform Alan C.
13. Sue – Trustees report to Karen please.
14. Karen – contact Alan C re Trustees report as all needs to be collated ready for signing at Trustees' meeting.
15. Linda – Speak to Terry re monthly website reports
16. Vol SC – to consider Sheila's winter opening hours report.
17. Sheila – to contact all schools within RDC area to promote the Museum.
18. All – Museum will be closed for Sir David Amess' funeral.
19. Sue – Contact Lizzie re Windmill and RDC Visit England.
20. Mike – Speak to Sandra re mystery shopper.