

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 24th September 2020

Held by Zoom with Terry Jobson hosting

Present on line – Mike Davies (C), Sue Smith, Gemma Smith, Terry Joyce, Linda Davison(S), Viv Irvine, Sheila Chambers, Mick Kay

Thank you to Terry Jobson for hosting this meeting.

Apologies –Roger Alluid, David Pymmer, Karen Vassallo and Cheryl Roe

Written reports for September - have been distributed

Minutes of the meeting held on 27th August 2020 - agreed

Matters Arising – 2,3,6,7,8,9,10,11,12,13, completed

. 1,4,5, ongoing

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update in addition to SC reports
Acquisitions	Mike	A Rayleigh Rockets Speedway jacket has been purchased on E-Bay.
Administration	David	See report attached
BUMS	Terry (Joyce)	See report attached Screen now on reception desk. Terry's employer grant of £350 is for help with digitisation. Keys and fobs maximum 8
Coach Trips	Roger / Linda	Tutankhamun ticket money now all refunded to the Friends. April coach trip to Southwold / Bedfield Hall 29 of 30 at present allocation of seats are reserved. Please now take names and contacts and pass to Linda to add to waiting list.
Commercial Hire Sponsorship Newsletter	Mike	The Museum was hired by a member of the "Courts florist" family (for 6 people) on the 19 th . Ray P assisted me. October newsletter may be delayed for a short - Paul from Azzurro is working with me on its production.
Data Protection	Mick Kay	See report re Children's' Code and computer access attached. Mentioned of new Track and Trace app. See also Covid SC below.
Development Accessioning	Viv	Accreditation – useful help from new MDO in zoom meeting. Now need governance/ constitution amended to be able to give all the answers needed in order to re send the Eligibility questionnaire to Collections Trust. Meeting to be arranged with Alan C to go through any 'tweaks' needed in set up in museum before opening.
DVD2020	Mike	I have held further discussions with Chris Taylor and we now plan to launch the new DVD in Spring 2021.
Echo Archives	Mike	Binders are still borrowed (mainly by Andrew Summers) but others as well. I am looking to purchase more shelving for the storage unit to better store the binders and provide more space.

		With the excess chairs and other items taken from the Museum space is at an even greater premium.
Events	Sue	Victorian Exhibition for the re-opening. Medieval Christmas Exhibition. No talks planned for the foreseeable future. Mike mentioned live screening of Speakers.
Finance	Mike	Initial cashflows and projections for the current financial year are on track. Financial Accounts have been submitted to the Trustees for approval. Trustees have now signed off the 2019/2020 Financial Report. Lease subject to 5 year rent review due November 2020 – RPI increase approx. £1800 and RTM have budgeted for this additional cost. Donation of Olympic Postcard by BK sold on E bay.
Friends Administration	Mike	Now 620. 27 have not renewed. Those who have not yet renewed (as of May) will receive their final newsletter in Oct, together with formal advice under the GDPR that records will be deleted.
Publicity	Mike	Rayleigh “Vision” magazine is now republishing, and the Museum has again been offered a monthly article. I am arranging with Rayleigh Railway Station to display a number of photos in the waiting room on the Southend bound platform. We will be issuing a range of publicity re our Oct phased reopening. The photographic quiz in the High Street notice boards (thanks to Derek Fry) has been updated.
Research	Viv	Once again need to remind people that if ANY queries relating to subjects that need to be researched or asking for information that may need research should be passed to me first please. (Yes, I will do email out) Some people do check with me first if they are asked to do something but I know there are some who decide to research something without checking. I don’t mind anyone doing research but we need to avoid time wasted duplicating research that may already exist.
Retail Retail / cont.	Viv	After 2 days in the museum Linda & I have completed 90% of what we needed to do. We now have a card reader which is easy to use and most of DSs have been ‘trained’ how to use it and advised how we would like Retail items to be sold in the foreseeable future. I still have 1 DS who could not make the meeting who is due on duty on the first weekend so need to arrange to speak to him. Others who are not available at the moment will be shown new arrangements later. As it is impractical to ‘train’ every volunteer the DSs will need to show stewards on duty with them the new procedures. Linda & I will be doing a small ‘How to’ guide as well. After 6 months away I am aware that a few errors may be made on till etc but need everyone to try their best please.
RTC	Cheryl	See report attached

Volunteers	Mike	We have signed on 2 new volunteers. Sandra continues to send out her very popular monthly “update”. Covid training sessions have taken place by Alan. Sandra is working on the Oct DS/stewards Rota. Covid-19 SC have in place arrangements should Government direct Museums to close.
Chairman’s Actions	Mike	I appeared on BBS Essex on the 20 th to give a very brief history of Rayleigh speedway. I am continuing with Terry Joyce to take a photographic record of ALL items in the RDC Civic Suite. Found in RDC cabinet a sheet of paper with original minutes from 1895 – photographed. I continue to deal with a range of Museum related enquires from members of the public

Covid-19 Museum –

Covid-19 SC report now in action. Training of volunteers is now being completed. Friends in October (being invited in next couple of days) and hope to open to the public in November. Fire escape can be used. Weekly review.

Visit England Covid-19 ‘Good to Go’ Logo received and will be well displayed.

Post meeting note: - Mick K has sent a suggested draft of the DPDS/GDPR regulations that we need to comply with which has been forwarded to the Covid SC Group.

Admin report update

See David’s written report.

Museum Diary –Actions required noted

Volunteers Hours Worked – 605

A.O.B.

- Terry, having helped a few people out recently, is hoping for some donations to come in.
- Mike has asked David to research and report on Rayleigh Anniversaries for 2021.
- Alan Clark to take over as Chair of the Trustees from November 2020
- Mike gave a welfare update.
- Ventilation requirements for the Museum during Covid-19.

Date of the next Meeting – Thursday 29th October 2020 – by Zoom – 7.15pm for 7.30pm

ACTIONS

1. Mike – Speak to E H to see if family have any ideas for the donation
2. Gemma / Sue – send to all MG the Lectern information
3. Mike – re ongoing No 5 from last meeting – to sort constitution
4. Terry / Alan C – Bums SC to look at Coversure
5. Mick – GDPR Policy to have addition to say comply with Children’s Code
6. Bums SC – when date known for Bakers to start on windows – please advise all MG
7. Mike – to speak to Peter E re copy of all his research to the Research SC.

8. Viv – to ask Sandra to put note in next Volunteer's newsletter asking for anyone to join the Research SC
9. Mike – contact Dawn at RDC
10. David – reminder verbal update on Admin needed at October MG.
11. Linda / Viv – to check Charities and Community Groups certificate when next in Museum.
12. David – To report to next MG meeting on the Rayleigh Anniversaries for 2021.
13. Mike – to arrange Friends' notification of Museum opening.
14. All – Articles or requests for the next Newsletter to Mike please.
15. Mike – to check with Alan C if any help needed for cleaning before Museum opens.
16. Covid-19 SC – to look at any ventilation requirements for Museum opening
17. Linda – to ask Sandra to send note with next Volunteers' Newsletter re:- Coach procedure for next trip.