

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 30th September 2021

Held in the Museum

Present on line – Mike Davies (C), Viv Irvine, Linda Davison(S), Sheila Chambers, Cheryl Roe.

Apologies –Roger Alluid, Sue Smith, Gemma Smith and Karen Vassallo

Written reports for September - have been distributed.

Minutes of the meeting held on 26th August 2021- agreed

Matters Arising – 1, 5 – 17 complete

2,3,4 ongoing as required

Subcommittee updates – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>Following on from the weekly checks that Building's maintenance team carry out I have to report the following:</p> <p>The Post Jacket moth trap has not seen any change since the jacket was moved around in its cabinet;</p> <p>The cabinet containing the Postal Jacket has now been lifted at the front to avoid the slippage of the shelving and artifacts;</p> <p>I have expressed an issue with the floor in the Broadway room where the gap between the skirting and floor appears to be widening. We have now introduced a system of measurement via a plastic slippage system to be checked monthly and if appropriate as Bakers of Danbury to do survey.</p> <p>Push / Pull signs have been affixed to the new door as well as the rubber door handle protection;</p> <p>Incident on the 24th September at 22.17.45 where someone climbed on the drainpipe and broke the anti-climb paint and CCTV signs. Reported to Essex Police for the information of the Community Team. Crime Reference: 42/209260/21. Photograph of the offenders forwarded to resolution centre email address for Essex Police.</p> <p>Questions posed by Mike for MG re update:</p> <p>An update on the timbers following the National Trust meeting earlier this month. I think the issues surrounding the timbers seem to be taking a too considerate approach. Having been left in the depot at Colchester for the last 20 years without any substantial conservation of them we now find ourselves in limbo with the National Trust relinquishing any ownership and Southend accepting full ownership. Southend as we know when offered the timbers some years ago chose the best ones and were not interested in the minor pieces so left them with the National Trust. By my understanding there may be an issue where Southend abandoned those timbers, so ownership was passed back to the</p>

		National Trust. Although this would take more delay, we are now subject to waiting for a decision to be made by Southend Museum Services. My suggested course of action would be to contact Southend Museum Service and advise them we will await their decision. My understanding that they are assessing what conservation may be required to preserve and stabilise the timbers condition at this moment in time before allowing us to take possession. We must ensure that we consider, in a few months' time, that if offered the timbers then before we accept them the appropriate conservation and preservation has taken place in order to transport them and display them with no deterioration in condition.
Coach Trips	Linda	May 2022 coach trip will be advertised in next newsletter.
Commercial Hire Sponsorship Newsletter	Mike	We received a number of further suggestions regarding our new logo and rebranding of the Friends Newsletter, and I will send full details for final deliberations ahead of this meeting Last minute changes to hire as RDC/Brentwood have cancelled several bookings !!! and resulted in only three bookings not the eight originally booked. Agreed cancellation fee re the catering. We have four bookings for the tapestry exhibition plus an RDC Chairman's "Chain" event at the end of Oct. No response (to date) re any School visits to view the Tapestry. Various issues re the Oct newsletter, publication imminent.
Data Protection		No update.
Development Accessioning Acquisitions	Viv	Eligibility form needs signature & one more addition and we will be able to send, once last trustee has signed the form. Once we have a decision as to our eligibility, we are planning on getting all the policies etc that will be needed for accreditation and will be asking for help from all the MG and trustees. Accessioning – 3 drawers of map chest now catalogued. We hope to be able to catalogue the larger items such as Bakers cart over the next few sessions. Only 1 acquisition I am aware of – a book from Dr R Rhodes. Museum partly prepared for Rochford Tapestry exhibition on 25 th but will be completed on 27 th when rest of items brought into museum. Once exhibition finished, we will be looking at layout of museum to see if we can improve
DVD 2021	Mike	I have had further meetings with Chris Taylor, and we hope (fingers crossed) for the DVD to be ready by Mid November. No progress yet with my draft text!!!
Echo Archives	Mike	Eddie Dray continues to undertake research from the Echo archives, and I continue to receive regular enquires. An audit is still required for the storage area when/if time permits.
Events	Sue	I attended the Museums Essex meeting via Zoom, minutes not yet received. One of the items on the agenda was cataloguing collections; several museums stated that they were in the process of photographing artefacts. This could be useful for us, for items like the Bakers cart and stereo viewer, as they will be difficult to describe on paper. The Big Weekend and the Heritage Open Days were not a great success, despite all the preparations and hard work, so don't think it's worth doing next year.

		<p>With Gemma I attended the Heritage Essex AGM at Chelmsford Museum. Lord Petre and other dignitaries were in attendance. Grants are available and I have an idea for the museum which I will mention at the next Dev sub meeting. The buffet was excellent and a nice glass of wine!</p> <p>The medieval feast will be taken down to make way for the tapestries.</p> <p>When the tapestry exhibition is over, we will have a small remembrance display.</p> <p>Plans are in hand for putting up the Christmas tree.</p> <p>After the newsletter is published tickets will go on sale for the quiz, which will take place on the afternoon and evening of the 2nd December. Trevor has agreed to be the quizmaster. A small Christmas hamper for the 2 events will be first prize for the raffles. Any donations of Christmas goodies appreciated. We do have lots of other raffle prizes so just the hampers to make up.</p> <p>A new Secol box has been started entitled “Rayleigh Buildings” which will be interesting buildings that are not listed.</p> <p>With Viv we completed the Eligibility Accreditation documentation. As soon as all the Trustees have signed, we can send off.</p> <p>I have again noticed the bin full of rubbish, especially coffee cups, these should be disposed of as mould forms in them. It may be an idea to just have a recycling bin and “rubbish” taken away daily. This could form part of our collections policy.</p>
Finance	Mike	<p>Monthly spreadsheet in line with predictions.</p> <p>Rent increase due shortly. Now actioned.</p> <p>Bank account details given.</p>
Friends Administration	Mike	<p>Membership currently approaching 580 with further renewals received, with reminders sent out with July Newsletter.</p> <p>Further(final) reminders to be sent out soon.</p>
Publicity	Mike	<p>Further articles in the Echo, and Rayleigh Times. Thanks to Peter C for his further help in researching the photos</p>
Research	Viv	<p>Several enquiries from visitors ongoing as well as research for newsletter articles.</p>
Retail	Viv	<p>Sales increasing every month. Christmas cards now on sale & book sale continuing.</p> <p>New book from Ian Yearsley will be on sale from this week.</p>
RTC	Cheryl	<p>Town Centre flowerbeds disappointing this year.</p> <p>Lights switch on will go ahead on 25th November but no event</p> <p>High Street roadworks early October.</p> <p>Joint partnership agreement between Brentwood BC and Rochford DC.</p>
Volunteers	Mike	<p>We have agreed to open for 3 days a week from Oct, especially bearing in mind the tapestry event.</p> <p>Further ongoing training planned later in the year as required and requested.</p> <p>Several further enquiries from potential volunteer stewards, although one recent newcomer decided not to proceed (Malcolm)</p>
Website and social media	Gemma Terry	No update
Chairman’s Actions	Mike	<p>Further updated posters inside Railway station, outside station, and both notice boards in High Street.</p> <p>I continue to work with the Rochford Parish Council regarding a potential Museum? exhibition pop up venue in Rochford.</p> <p>I plan to continue with the photographic archive in the Civic Suite to conclude asap.</p>

		<p>We offered fifty double tickets for the five weekend “Essex Big Weekend” heritage tours and over 250 applications were received by the organizers. Unfortunately, lot of admin issues and a number of those who won have decided not to attend and some no shows on the day!</p> <p>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)!!!!</p> <p>I am still awaiting more volunteers for stewards (to date David P, Eddie D, and myself) to assist at the Remembrance service on the 14th of Nov. I have extended the request to volunteers.</p> <p>Longcase clock not working and currently being repaired by Ian Bushell.</p> <p>Possible restorer for our National Cash Register explored but they cannot undertake, so back to the drawing board</p> <p>I attended a Memorial service for Ernie Lane, Bet Lane, and Stella Livermore.</p> <p>Usual number of generals enquires from various sources.</p>
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Covid-19 -Museum will be open on Wednesdays, Fridays and Saturdays for the foreseeable future. Masks/ Face shields should be worn in the Museum by all Volunteers. Public wearing of masks no longer mandatory but all visitors to be encouraged to wear face covering. Offer a face mask from our supply. Ventilation is still required and windows to open are marked.

Rochford District Heritage Tapestry Exhibition: - All now set up. Take down on Sunday 31st October ready to return to Rochford on the Monday 1st November. Volunteer rota includes details of Tapestry volunteers on duty too.

Newsletter / Logo: - Linda forwarded to all M G members prior to this meeting, a report Mike had done on the Final draft of the Logo and Newsletter title. A formal vote took place on the options. (Including votes submitted in advance from those unable to attend.)

Logo. 5 votes for Version C. None against. 2 abstained.

Newsletter – All felt the title of ‘Discovery’ was a good compromise.

Museum Diary –Actions required noted.

Volunteers Hours Worked – 999

A.O.B.

- All agreed Museum not to participate in the Essex Big Weekend in the future.
- Mike says we need more articles for the next Newsletter.
- Remembrance Service – still need volunteers to help Steward.
- RDC Spatial Options – response given on behalf of Museum and Trustees to the Heritage section.
- Consideration being given to Covid Memorial.
- HM Queen’s demise – policy decision made now that the Museum will close on day of death and for the funeral.
- All felt unlikely to need a M G meeting in December.

Date of the next Meeting – Thursday 21st October 2021 in the Museum. – 7.15pm for 7.30pm (note change)

ACTIONS

1. Mike / Alan – Tiling by main entrance – update needed
2. Cheryl – to please find out if any permissions needed from the Council for number 1.
3. Dev SC – Consider, progress and urgently report back on N T timbers.
4. Viv – Newsletter article on Rayleigh Horticultural Society (750 words).
5. Karen – Newsletter article on Cubs / Scouts group (750 words)
6. Mike – Rayleigh Army Training report for Newsletter.
7. Viv – Cabinet – all felt we have waited long enough – to ask for full refund and, if necessary, involve CC company.
8. Sheila – Do sign for rubbish bins
9. Mike – ask BMT to manage opening windows by checking they all work properly if we need to slide top one down.
10. Linda – mention Lift contract to Alan C.