

**Rayleigh Town Museum Management Group**  
**Agenda**

**To be held at the Rayleigh Town Museum**  
**At 7.15 pm for an EVACUCHAIR DEMONSTRATION followed by a 7.30 start on**  
**Thursday 29<sup>th</sup> June 2017**

1. Welcome
2. Apologies for Absence
3. Minutes of last meeting, matters arising, and actions outstanding.
4. Subcommittee updates by committee Chairmen
5. Museum "Diary"
6. Echo Archives
7. Effective Communication (we must do better)
8. Increase Footfall (how to)
9. A.O.B.
10. Date of Next Meeting Thursday 27<sup>th</sup> July 2017 at 7.15 for 7.30 pm