

Rayleigh Town Museum Management Group Meeting Minutes

27th April 2017

Attendees

Mike Davies, Sharon Davies, Sue Smith, Linda Davison, Alan Davison, Viv Irvine, Sheila Chambers, Terry Joyce & David Pymmer

Apologies

Gemma Smith, Roger Aillud, Margaret Johnstone, Mick Kay, Karen Vassallo, Cheryl Roe, Spencer Welsh & Rebecca Lodge

Minutes of Last Meeting, Matters Arising, Monthly Reports, Actions Outstanding & Subcommittee Updates

Minutes agreed.

Proposed by David & seconded by Sue.

Actions – Additional information

1. Completed.
2. Will be in Volunteers Newsletter due out at the end of April
3. Completed
4. Completed
5. Completed – agreed to purchase a medal and also provide a ‘goody’ bag. Contents to be decided by the Retail Subcommittee.
6. Completed. (Viv, Sue & Gemma will attend)

Reports – Additional Information

Sue

No additional comments or questions.

Gemma

Sue advised that Gemma had asked for confirmation that it is ok for her to research and add details to the labelling of artefacts on display. Mike confirmed this was fine as long as the Museum standard layout and design is followed.

The Research Subcommittee has not met recently so it was agreed that a meeting should take place where this can be discussed further.

Roger

Linda (and others) mentioned how good the coach trip on Tuesday had been, thanks in the main to Roger's organisation.

David

David mentioned that he had recently attended a meeting in the Museum with 3 people from Stow Maries Airfield who had asked if they could have a look round as well. David reported that they had been very impressed.

Toy Exhibition with some interactive displays will take place from 27th May (set up 24th May) until 3rd June. Terry & Sheila requested some more information and pictures to aid advertising of the exhibitions on social media and in the press. David will send details to everyone for information.

Mike mentioned that the Rayleigh Art Trail starts on the 3rd June and the launch on the evening of the 2nd June may take place in the Museum. He is awaiting confirmation on this.

David mentioned that seeking accreditation for the Museum would be quite an involved process and would need a group of people to progress. Viv mentioned that Rebecca had offered to assist where possible. Another meeting of those involved has been scheduled. Mike commented that in his opinion accreditation is vital to the Museum's future although we must not underestimate the possible administrative burden on volunteers.

David advised that Invalifts had sent a bill for repairs following the recent lift breakdown. He had queried this as the Museum has a maintenance contract which should cover such things and he was awaiting a response.

Terry mentioned that from a conversation he had recently with Stephen Armson-Smith (Crime Prevention Tactical Advisor & Architectural Liaison Officer Braintree and Uttlesford Districts Heritage Crime Prevention Lead) it may also be that the lift should have an independent review for Health & Safety reasons as well as the regular service by the lift company. There were also a number of other recommendations relating to security that Terry will follow up on (see also AOB). Terry also advised that much of what had been suggested was also necessary for accreditation.

As has been stated in previous minutes the lift company is generally considered unsatisfactory by the Management Group (MG) and an alternative should be sought before the contract is renewed in November. Terry said that he would like to give all the relevant information to Peter Everingham to investigate options and report back by the end of May. This was agreed by all.

Mike requested that David provide Terry with a copy of the maintenance contract and also check what notice period is required for termination of the contract.

Mike advised that he will also contact RTC to find out who they use to service and maintain their lift and whether they would recommend the company.

Mike asked David for an update on the amendment of the constitution with regard to the new Trustees that have recently been appointed. One final thing required was to decide what percentage constitutes a quorum at a Trustees Meeting. Discussion by the members of the Trustees that were at the MG meeting and reference by Mike to some email responses from those not at the meeting it was confirmed that the figure should be quoted as 'at least 75%'. It was also mentioned that the letter heading needs updating for the new Trustees. Mike will speak to Roger about this.

Linda & Alan

Gift Aid figures up until 31st January 2017 have been advised to Karen.

A number of renewals of memberships have been received so far but the bulk would go through next Tuesday 2nd May when the standing order payments would be received.

Viv

Mike reiterated than if any subcommittee was aware of any planned expenditure to please ensure that Finance are made aware with as much notice as possible. Also any need for a budget going forward must also be advised.

Sue mentioned that Events would probably need a larger budget for Speakers for next year as a number of those for this year had been free.

Following discussion it was suggested that it would also be of help if the expected expenditure of any diary items (e.g. lift contract) be noted with the diary entry to assist with Finance planning. Please advise Linda of the figures where known for addition to the diary.

Sharon

Sharon advised that many of the volunteer Stewards had holiday and other commitments in May the same as many of the key holders/Duty Supervisors. This means that there may well be some sessions that have only 2 Stewards rather than 3. Whilst not ideal this is the only practical solution for some dates & times.

Sheila

Sheila requested information and photos where possible be sent to her for publicity purposes particular in relation to upcoming exhibitions. This information also needs to go to Terry for social media and the website.

Sheila advised that she wanted to try, initially for one weekend, a trial 'tick box' record to ask visitors 'how did you hear about the Museum/event' to see if publicity was targeting the right areas. This was agreed and Sheila will implement when she is next on duty.

Terry

Terry advised that momentum needs to be maintained for social media with frequent updates and new pictures otherwise people lose interest. If all could advise Terry of something during the month it would be helpful. It does not necessarily have to be anything new but just relating to something in the Museum.

Mike

No additional comments or questions.

Diary

Sue suggested that an annual check of the content of then First Aid box be added to the diary to ensure that items are not out of date. This will be in May each year and Sue will be responsible for the check.

Terry mentioned that he needs details of where the Defibrillator was purchased for the reordering in due course of the replacement battery pack. Viv will obtain the details from the invoice and advise Terry.

Echo Archives

Mike advised that work is now finished in Basildon. Boxes now need moving from the temporary storage in the Evangelical Church to storage in Progress Road. 4 dates available to do this although Mike is not able to attend any of them due to prior commitments (2nd, 4th, 9th & 11th May). He will need volunteers with cars and some who are able to manage the steep steps to the Church storage area whilst carrying a fairly heavy box. Mike will send out an email about this.

Proposed Revision of Monthly Reports

Mike advised that the monthly report system is not working well. He never gets all of them on time and some still do not follow the correct format relating to actions and some do not mention hours worked. He proposes that from June the Chairman of each subcommittee will provide a 'bullet point' report for each of their respective subcommittees.

Everyone else will need to submit their hours only.

It will be the responsibility of the Chairman of each subcommittee to ensure that actions relating to that group are completed. The actions will still be reviewed at the MG meeting as well.

Both David & Sharon raised the possibility of items being missed where they do not fall under a specific subcommittee. Mike said that such items would be covered either in his MG Chairman's report or as part of AOB at the meeting.

Let Mike know if you have any concerns about this proposed change.

A.O.B

Terry mentioned his meeting with Stephen Armson-Smith referred to in the minutes above with regard to security. One of the things mentioned at the meeting was a need to 'isolate' the lift when locking up to ensure that it cannot be used if the front door is damaged. This would be another thing required for Accreditation.

Terry also advised that the Museum is a member of Essex Heritage Watch and he will sign up for the email updates from this organisation.

Terry advised that he had also met with Amy Cotterill's replacement for whilst she is on maternity leave at a SHARE meeting. She mentioned that any training needs the Museum has should be entered into the online survey responses. Sue advised that the survey had already been completed and David confirmed that training needs for volunteers had been discussed before the survey was completed.

Terry mentioned that some of the tables are frequently pushed too far back and cover radiators causing overheating which could create a fire risk. Following discussion it was agreed that the maintenance team would fix some 'stops' to the wood covering at the base of the walls to ensure that the tables do not cover the radiators.

Sue mentioned that Trevor would be putting on a small windmill exhibition in the Museum to cover the period of his windmill talk on the 11th May and the weekend of 13th & 14th May which is National Windmills Weekend.

Viv advised that the Co-op Bank had accepted our application to be included in their grant scheme. This requires anyone who has a Co Op card to go online and register to support us. A percentage of money they spend is then added to our 'pot'. This will be in place until October. Terry will mention on social media.

Mike advised that he needs to find a copy of Mr Crump's report on 91 High Street which had originally been amongst the HLF paperwork. He asked David to see if he could find it in the stored paperwork.

Mike needs someone to make contact with Ruth Hockley (01268 745746). She is an elderly lady living in Thundersley who wants to pass on her memories of Rayleigh.

Mike mentioned that there will be an exhibition in Rayleigh Library (prepared by him & Sharon) showcasing pictures from the Echo Archives from Saturday 6th May to Saturday 29th May. Terry & Sheila requested further information/pictures be sent to them for publicity purposes.

Mike advised that Roger with the Design/Marketing Subcommittee is considering new entrance/lobby material and also the placement of a Rayleigh timeline in the lift. Appropriate subcommittees will be involved as needed.

Mike advised that he is attending an AIM conference as Chairman of the Trustees on 22nd June in Chatham Historic Dockyard.

Mike mentioned the fact that some emails between the MG seem to go astray and Terry had advised that if everyone used an '@rayleightownmuseum' email address for MG communications there would be very little likelihood of this happening. However even if

everyone was agreeable to this Terry would probably need to assist in the setting up of this for some members. Terry mentioned that he had problems with Sheila's laptop and would need to look at that first before any change could be considered.

Mike reminded everyone that he and Sharon would be on holiday for the next meeting so David would be Chairman and someone would be needed to take the minutes. Sharon advised that providing the monthly reports are sent on time she would be able to send out the combined report to everyone in advance of the meeting.

Date of Next Meeting

Thursday May 25th 2017 at 7.15 for 7.30 pm

ACTIONS

1. Retail Subcommittee to decide on contents of 'goody' bag for 10,000th visitor
2. David to purchase medal to award to 10,000th visitor
3. Research Subcommittee to schedule a further meeting
4. David to send full details of the toy exhibition to Terry & Sheila
5. Terry to talk to Peter Everingham about investigating alternative lift companies
6. David to provide Terry with a copy of the Invalifts maintenance contact.
7. David to check what notice period is required for termination of the lift contract
8. Mike to contact RTC about the lift company they use
9. David to finalise the constitution documentation
10. Mike to talk to Roger about updating the letter heading
11. All to advise Linda of expected expenditure figures to be added to diary items
12. Sheila to trial a 'tick box' record for visitors
13. All to advise Terry of things to add to social media
14. Sue to check content of First Aid box
15. Viv to advise Terry of Defibrillator purchase details
16. Mike to contact everyone about Echo archives storage transfers
17. All to advise Mike if they have concerns about changing the monthly reports system
18. Maintenance team to provide 'stops' for tables
19. David to search HLF paperwork for Mr Crump's report
20. All to advise if they are able to contact Ruth Hockley
21. Sharon to send further information about the Library exhibition to Terry & Sheila