

Rayleigh Town Museum

Management Group Minutes of meeting Thursday 25th April 2019

Present – Mike Davies (C), Terry Joyce, Viv Irvine., Sue Smith, Mick Kay, Gemma Smith, Cheryl Roe, Linda Davison(S)

Apologies – Roger Alluid, Karen Vassallo

Minutes of the last Meeting - were read and agreed

Matters Arising –

Actions from last meeting: - Ongoing – 1,3,4,6,7,8,9

NO 5 - done.

No2 – Mike has spoken to Church – has updates for when car park busy. Also, letter received about changes to parking arrangements from this September. We await the detail.

Sub committee updates – verbal updates given

Cheryl RTC/RDC	Updates on RTC Annual Town Meeting and Trinity Fair. Council Chamber visit went well for all sides. Terry will return to take more detailed photos before items are stored.
Acquisitions	Items received including postcards of Rayleigh not seen before
BUMS	Projector serviced
Coach Trips	Arundel Castle trip is full. Henley on Thames and Mapledurham also full. Coach trip for April 14th 2020 to Tutankhamun Ex. – few seats left.
Commercial Hire and Sponsorship	Palmer's (Basildon) breakfast meeting 11 th and 20 th June being finalised. Calendar 2020 – Slim Wall variety with print run at 250. Suggestions will be considered for the photos and sponsorship will also have an input. Retail will determine the price and where sold.
Data Protection	New certificate received
Development	Development SC April 10 th at 7.15pm. Accessioning now 2 meetings per month. Accreditation forms from Havering Museum need completing.
DVD 2019	Meeting held. Plan completion end of October 2019. Sponsorship from Spread Eagle
Echo Archives	Enquiries into photographic enlarger to help with negatives
Events	Programme for talks and exhibitions now complete for 2019 – also exhibitions planned for 2020. Last talk (3 year anniversary) was successful – thanks to Linda for donation of cakes. Sheila will be contacting schools again.
Finance	Budget on target. Bank statement details given. Two donations gratefully received – for Benefactors' Board, thank you.
Friends Administration	Members 687. Includes 14 on the 15 for 12 months offer. All admin ready for the renewals in May

Research	Glebe School requested help with History Day in June. Fitz students are still helping with extra research.
Retail	2019 Calendars – 140 left. Book sale going well so extended to Sunday 28 th April.
Strategic Review	Meeting 14 th May 2019
Volunteers	May rota has been difficult. Volunteers update forms issued, about 50% returned so far. First Aid courses being arranged.
Publicity	BBC Essex – 9th May in the evening – programme will be based on Rayleigh. MD attending studios.
Chairman's Actions	Visit to the MOD Shoebury re proposed Heritage Museum Attended Chamber of Trade meeting Attended Annual Town Meeting Visited RDC Civic Suite to discuss help with audit of 'Regalia' Attended a Board meeting of Swayne School Academy Attended RTC St Georges celebration

Museum Diary – All in hand or actioned

Volunteers Hours Worked – 887

A.O.B.

- FYN window designer to visit Museum to offer advice on Bow window and Retail display
- Leigh on Sea Strategic Plan may be of help to SR committee.
- Possible Christmas Card idea after visit to Civic Suite.
- Election Flyer – An issue arose regarding a photo of a candidate taken inside the Museum – resolved with candidate.
- Big Weekend – Two walks a great success with 200 applying. Opportunity for regular walks in the summer now under consideration.
- Museum now approaching 25,000 visitors. Plans discussed.
- Fitzwimarc School Awards – arrange promotional table at the event.
- Gemma completing WW2 work and then returning Museum laptop.

Date of the next Meeting - Thursday 30th May 2019 – 7.15pm for 7.30pm

ACTIONS

1. Mike – Fitzwimarc School Awards
2. All – to e mail Mike with any suggestions for photos for the 2020 calendar.
3. Gemma – to see about a photographic enlarger to help with negatives.
4. Linda – to check with Sheila about hours recorded for DS.
5. Linda – If needed to check with Terry re Bank downloads (not needed in the end)
6. Gemma – to send e mail re Future Learning courses.
7. Viv – to let Holy Trinity know we are happy to collect knitting completed for the Christmas Tree project.
8. Sue / Viv – plan for the 25,000th visitor.