

Rayleigh Town Museum Management Group Meeting Minutes

25th August 2016

Attendees

Mike Davies, Sharon Davies, Cheryl Roe, Sue Smith, Roger Aillud, Margaret Johnstone, Mick Kay, Spencer Welsh, Linda Davison & Alan Davison

Apologies

Karen Vassallo, Viv Irvine, Gemma Smith, Terry Joyce & David Pymer.

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

Mike mentioned 2 amendments to the previous minutes –

It was stated 'well done to everyone for correctly sending through reports with action points' whereas one report was not completed in this format.

It was stated that an Events Subcommittee would be set up. However it was subsequently decided that Events would remain within the Development Subcommittee.

Minutes otherwise agreed.

Proposed by Alan & seconded by Roger.

Actions – Additional information

1. Completed
2. Ongoing
3. Ongoing
4. Ongoing
5. Completed – insurance company have confirmed no liability on individual if defibrillator used unsuccessfully
6. Ongoing
7. Completed
8. Completed
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing
13. Not undertaken – see comments in Roger's report

Reports – Additional Information

Margaret

SEEVIC meeting – looking at work experience possibilities for 1 week from 21st October.

Defibrillator storage cupboard – alarm not working correctly so it is being returned and a replacement is being sent to Margaret.

Roger

Norwich coach trip sales have now picked up so the trip will definitely go ahead and there should be a small profit.

28 already booked for the December trip to London

Articles for next Newsletter to be sent to Alan for proofreading by the end of September. Please ensure that any articles are submitted using the criteria and format outlined previously by email.

Alan & Linda

Friends

Friends' membership now stands at 645.

Of the non renewals 20 have so far been contacted by Mike (10 by email & 10 by phone). 2 renewals from this exercise so far.

Gift Aid money now received.

Roger stated that he is happy on an ad hoc basis to stand outside the Museum handing out leaflets to raise awareness and to try and drum up more Friends memberships.

Retail

Linda has now set up a spreadsheet relating to Retail stock and sales.

Mike requested that a brief Retail report including such things as current sales, new stock items, planned stock items etc. needs to be added to the reports of one of the Retail Subcommittee members. Mike suggested it should be part of the Retail Subcommittee Chairman's report.

Sharon advised that the chutneys have now been reduced in price as they are getting close to their 'best before' dates.

It was also mentioned that it is planned to have cranberry sauce, ale chutney and a liqueur flavoured marmalade in the run up to Christmas.

It is also planned to package some of the logo mugs and coasters together to make a gift set for Christmas.

Christmas cards and calendars would be put on sale in September.

Maintenance

Alan advised that he & Terry have talked to 2 electricians regarding the essential work needed for the Reception Area and the 'nice to have' work needed in the 3 rooms. Only 1 quote received so far (£340 plus VAT for Reception and about £1000 for the other 3 rooms)

Alan advised that the Regal Projector will be unobtrusively bolted to the wood base for safety.

Mike advised that the Development Subcommittee are also looking at purchasing further rope barriers to place in front of it.

Sue

New hot water jug purchased and refund for the old broken one obtained from Makro.

Been in discussion with Jane Brown at Holy Trinity regarding the flower event on 24/25/26 September. There is a window ledge booked for the Museum display. Sue is working on the display but if anyone is able to help please let her know. There is also a church service on the Sunday of the event and the Museum can suggest a hymn or reading to be included. If anyone has any suggestions please let Sue know.

Request for a stall at the Christmas Lights event has been submitted.

The stall at the Hadleigh History event was well received with quite a bit of interest and some sales. Mike said that ideally the Museum should have 2 people who could dedicate

their time to such outside events but obviously everyone at present has far too many other commitments. However if anyone knew of someone who might like to undertake such a role then please ask them to get in touch.

Mick

Mick advised that Data Protection issues are always ongoing and he keeps up to date with any issues relevant to the Museum.

Mike had asked Mick a question a few days ago regarding each member's responsibility to ensure that all Museum related computer data is securely held and cannot be accessed by any unauthorised person (be that family, friends, whomever). This raised understandable concern with a number of members and Mick advised that under the Data Protection Act each member would need to sign a document to the effect that they have adequate security in place to ensure no unauthorised access. Mike suggested and Mick agreed that he should provide a draft of the proposed wording for such a document.

Linda requested that the requirement regarding access to paper documentation be advised as well.

We would then hold a special meeting at which any member's concerns could be addressed before signing any documentation.

Sharon

Additional comments relating to Retail mentioned above under Alan & Linda's report.

Spencer

No additional comments.

A.O.B

Margaret advised that the waterproof red carpet that she had previously seen was out of stock. Mike asked her to look again to see if it could be purchased anywhere else.

Mike would like an update on 'where we are' with Modes

Linda & Alan would a breakdown of the Gift Aid figures.

Mike showed a yellow high viz jacket which should be worn by the relevant individual in the event of an emergency. This would be stored in the same drawer at Reception as the emergency foil blankets.

Mike asked Roger to approach the relevant shops that back onto the lane between the Museum & the Spread Eagle to see if a sign stating 'Museum Fire Evacuation Area' could be placed on the wall.

Mike advised more private visits have been booked. He will request help if needed.

Mike has a list of Town Centre businesses that also have a defibrillator and this would be placed in the Emergency Procedures folder for information in case of need.

Mike advised that when Ron Stewart visits on 16th September to unveil the Regal Projector he will also then donate to the Museum the knobs that used to be on the door of his office at the Regal Cinema.

At present there are 3 Management Group volunteers for the laying of the Museum wreath on Remembrance Sunday. Anyone else who wants to volunteer please advise Mike within 7 days of these minutes being distributed.

Mike advised that he would urgently like to find a Grants Officer to investigate funding that might be available to the Museum

Cheryl asked if there was any back up plan for the December quiz venue as the British Legion may close before then although it had been stated that if this happened booked commitments would be honoured. Sue advised that there was no back up. It was felt by the majority that at this stage it would be difficult to find any alternative venue for a Friday in December.

ACTIONS

1. All – Newsletter articles to be submitted by end of September using the previously advised criteria and format.
2. Viv - add a brief Retail update to the monthly report in future.
3. All – If able to assist with Museum flower display at Holy Trinity please advise Sue
4. All – any suggestions for hymn/reading for Holy Trinity Flower Event service please advise Sue.
5. Mick/Mike – provide draft Data Protection Document wording to everyone and then arrange a Management Group meeting for all to discuss and address any concerns
6. Margaret – investigate waterproof red carpet
7. Karen – provide Linda & Alan with a breakdown of the Gift Aid figures
8. Terry – provide update on ‘where we are’ with Modes
9. Roger – approach relevant shops regarding Fire Evacuation Area signage
10. All – if interested in volunteering to lay Museum wreath on Remembrance Sunday please advise Mike within 7 days