

Rayleigh Town Museum Management Group Meeting Minutes

31st August 2017

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Margaret Johnstone, Roger Aillud

Apologies

Linda Davison, Cheryl Roe, Terry Joyce, Mick Kay, Spencer Welsh, Rebecca Lodge, Karen Vassallo & David Pymmer.

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Roger & seconded by Sue.

Actions & Additional information

1. Completed
2. Completed
3. Completed
4. Completed
5. Completed
6. Completed.

Subcommittee Updates by Committee Chairmen & Additional Information

Events (Sue)

Home Front exhibition will be on from 9th October to the end of October half term.

Mike asked Sue to let him have a paragraph on the exhibition about a week before it opens so that he can send to the Echo for publication.

Viv mentioned that she had found a website that listed top 10 things to do in Rayleigh but the Museum was not mentioned. Following discussion it appears that the Museum needs Trip Advisor presence to get on to this list. By the end of the meeting Gemma had started this process.

Schools Liaison (Margaret)

Margaret waiting to hear back from representatives of the Rayleigh Schools who have all been invited to a meeting in the Museum. As the term is due to start next week she hopes that answers will be received very soon.

Volunteers (Sharon)

New volunteer (Luke Buckley) had been interviewed today and will be joining as a steward.

Sharon advised that the feedback on the suggested social event in December had been overwhelmingly in favour so that it would be going ahead. Details published in the September Volunteers newsletter.

Marketing (Roger)

Calendar & Christmas cards are with the printers and should be available to sell very soon.

Roger requested details of the outstanding calendar sponsorship money. Viv will check the records and send Roger an email.

Coach Trips (Roger)

Only 5 tickets left for Walmer Castle & Deal in October.

3rd trip in July next year in the process of being finalised. The trip will be to Aldeburgh in Suffolk followed by a private visit to Otley House just north of Ipswich.

Building Survey (Mike on behalf of David)

No additional comments or questions.

Data Protection (Mike on behalf of David)

Mike has had a meeting with Mick Kay regarding the 2018 changes to the DPA. He has some paperwork to review and will advise of any changes required to Museum documents or procedures as soon as possible.

Finance (Mike on behalf of David)

Accounts for June 2017 have been prepared and will be submitted to the Trustees at their next meeting for review.

Health & Safety (Mike on behalf of David)

No additional comments or questions.

Historical Society (Mike on behalf of David)

On hold for the time being.

Development (Viv)

A replacement for the faulty hot water flask will be purchased shortly by Sue.

Special opening for lift phobics – Date agreed to be Thursday 19th October. To comply with insurance requirements the opening must be kept in the format of a private visit to enable the fire escape stairs to be used by members of the public. Following discussion Sharon agreed to arrange the logistics for the day including finding volunteers to cover, deciding what they actually need to do (e.g. show people round to back stairs for entry), making sure that Terry has the information to advertise on social media, website etc. and sending advice out to the Friends members.

Retail (Viv)

Retail are looking for further books to add to the stock for the book sale in November and any donations from members of the Management Group would be very welcome. Books need to be in good condition and must be non-fiction subject matter.

Research (Viv)

Meeting date agreed for 18th September at 9.30am.

Maintenance & Utilities (Terry)

Sharon advised that she had just realised that she has mistakenly put Terry's July report into the monthly reports document instead of the August one. She will correct and send out a new copy with the minutes.

Acquisitions (Mike)

No additional comments or questions.

Echo Archives (Mike)

No additional comments or questions.

Friends Administration (Mike)

Mike advised that Linda has been working hard chasing up renewals and consequently the membership is now at 642

Hire (Mike)

Leaflet is now finalised and ready to be printed and the website is being set up.

A local catering firm run by the wife of one of the new Trustees has been approached about providing catering as required.

Planning to launch in October/November

Press (Mike)

No additional comments or questions.

Finance/Sponsorship/Benefactors/Grants

Mike reminded everyone that they all had a responsibility to consider new income streams. In the opening year there was a large amount of money received from benefactors as one off payments so income for the current year is considerably less. New benefactors and sponsors and other ideas for generating income need to be actively looked at by everyone.

Diary

All 3 items for August (noted below) need action.

Severn Bay Insurance expires 1/11/17

September rent request to RTC

Lift Quarterly service due September

Mike will deal with all of them.

A.O.B

Sue advised that she is working on the December quiz questions. Raffle prizes needed. A hamper is being produced as a prize and suitable items to fill it would be most welcome.

Mike mentioned that had a copy of a book called 'Internet Sites for Local Historians' which listed lots of sites that were helpful. He would leave it in the reading folder behind

Reception if anyone wanted to refer to it.

Date of Next Meeting

Tuesday 19th September 2017 at 7.15 for 7.30 (please note rearranged day and date)

NOTE: Actions listed on next page

ACTIONS

1. **Sue** to send Mike information on the Home Front exhibition for press publication
2. **Viv** to send details to Roger of outstanding sponsorship money
3. **Sue** to purchase replacement hot water flask
4. **Sharon** to sort out volunteers & logistics for special lift phobic opening day 19th October
5. **All** to advise Retail if they have any good condition non-fiction books for donation to the book sale in November
6. **Sharon** to incorporate the correct monthly report for Terry and reissue the monthly reports document
7. **Viv** to ensure that the Research Meeting on 18th September is advised to all attendees and Terry for the website
8. **Mike** to deal with Severn Bay insurance renewal due 1st November
9. **Mike** to send rent request letter to RTC
10. **Mike** to arrange quarterly lift service
11. **All** to let Sue know if they have any items that could be donated as raffle prizes for the December quiz night. Especially wanted are items suitable as part of a hamper contents