

Rayleigh Town Museum Management Group Meeting Minutes

30th August 2018

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Terry Joyce, & Linda Davison, Karen Vassallo, Terry Jobson & Ann Jolly

Apologies

Roger Aillud, Mick Kay, Cheryl Roe & David Pymer

Mike confirmed that due to health reasons David Pymer is standing down from the Management Group, subcommittees and other work that he is involved with. He will however remain as a Trustee and continue to undertake the role of Duty Supervisor.

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Sue & seconded by Linda.

Actions & Additional information

1. Ongoing
2. Completed
3. Completed

Plus all the following ongoing actions (2, 3, 5, 6 & 7) from June as outlined in the July minutes

2. Completed
3. Completed
5. Completed
6. In hand
7. **Terry** to contact inventor - to be carried forward to October

Subcommittee Updates by Committee Chairmen & Additional Information

Events (Sue)

No additional comments or questions

Volunteers (Sharon)

No additional comments or questions

Coach Trips (Linda on behalf of Roger)

Sharon read out the following report from Roger in his absence.

Final Coach Trip 2018 Portsmouth Naval Dockyard and Mary Rose Museum Thursday 27th September a few seats still available.

2019 Coach Trips First 2 Booked

Thursday 2nd May Arundel Castle and Town

Tuesday 10th September Dorney Court and Savill Garden (both near Windsor)

Third Venue and date to be confirmed

Development (Viv)

No additional comments or questions

Retail (Viv)

The Christmas cards and calendars will be on sale from next week.

Research (Viv)

Gemma mentioned that she is undertaking the task of 'indexing' both of Ernie Lane's books. However she had lost all the work done so far due to a computer problem and will need to start again.

Acquisitions (Mike)

No additional comments or questions

Building/Utilities/Maintenance/Safety/IT (Mike)

No additional comments or questions

Data Protection (Mike)

No additional comments or questions

Finance/Budgets/Grants (Mike)

Bank account balances advised by Viv.
See agenda item below.

Echo Archives (Mike)

No additional comments or questions

Friends Administration (Mike)

Members now 649.

Linda mentioned that a number of renewal/new membership forms submitted recently had not been incorrectly completed. It was felt that the volunteer stewards should be reminded about checking them. Linda will arrange with Peter E a reminder note to be sent out to the volunteers via Sharon by email or in the next Volunteers Newsletter.

Sue advised that a volunteer had spoken to her and queried 'what happens to all the money donated by Friends'. Sue explained to the volunteer about the many costs involved in running the Museum. However following discussion it was felt that some information on the actual cost of running the Museum and how the funds raised were spent should be communicated to the Friends group members. Linda will write an article for the next Friends Newsletter.

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

No additional comments or questions

Press (Mike)

No additional comments or questions

Schools Liaison (Mike)

No additional comments or questions

Diary

Museums Essex membership – Terry (Joyce) investigating as possible that the group no longer in existence.

Coversure – Mike investigating

RTC rent request – Mike to send

Lift service – Terry to arrange

Strategic Review Update

Mike gave a formal thank you to Terry (Jobson) & Ann for their time and effort expended undertaking the Strategic Review.

Mike asked that everyone read and digest the document and advise any corrections regarding their own areas to Terry (Jobson) & Ann. The document will be referred to the next Trustees Meeting in September for further consideration. It was felt that a small group should take matters forward after that.

Mike referred to his email regarding the 'DRAINS' project and asked for volunteers to look at further. Ann & Terry (Jobson) both volunteered to work on this.

End of Year Accounts June 2018

Accounts to be signed off at Trustees Meeting in September and Karen will then send them to the Charities Commission.

A.O.B.

Sharon advised that she had offered to take over the document referencing system as David was no longer doing it. She mentioned that she had done a quick audit of documents which she would be sending out to everyone to check. Initially she will continue with the current system, however as many members of the MG felt that it was a bit complicated she will look at simplifying it in due course. Additionally Sharon will in due course ensure that all the documents are stored on the main Museum PC.

Sharon advised that she has also offered to take on the formatting of the policy documents and arrange with Terry (Joyce) the posting of them on the website and the storage on the Museum PC. She mentioned that she will not be involved in deciding the actual content of any policy documents except those where she is a member of the subcommittee concerned. She asked that each subcommittee uses David's original basic headings to construct their policy documents and she will send out a reminder about these to everyone.

Sharon advised that she has volunteered to audit the Progress Road storage facility. She will be working with the help of 3 volunteers (Carol, Ray & Peter C) and Terry (Joyce) when available and the initial visit will be on Monday 3rd September. Mike mentioned that there are a number of plastic and cardboard storage boxes that are no longer needed and are available to anyone who wants them. Both Terry (Joyce) and Karen expressed an interest in having some. Sharon will review the number available and contact both Terry & Karen to sort out.

Terry (Joyce) mentioned that his Bloodwise charity is holding an afternoon tea event on 9th September in Shoeburyness if anyone was interested in attending.

Viv asked that Mike attend an accessioning session as an observer so that he had some awareness of what is involved before they visited Havering Museum on 21st September (see below). This was arranged for 18th September.

Sue mentioned that a new spare kettle had been purchased to replace the broken one. This is stored in cupboard 5.

Mike advised that 1000 free postcards were being printed with old pictures on the front (different from any being sold in the Museum as cards, postcards or in the calendar) with a 'donation requested' message on the reverse. These would be handed out to visitors.

Mike advised that the new Museum Booklet is being worked with the aim to publish in 2019. It is hoped that the costs would be fully covered by sponsorship.

Mike advised that the new DVD is being worked on although it may not be available for Christmas 2018.

Mike reminded everyone about the Stacey's event on 6th September and asked that as many attend as possible.

Mike advised that as referred to above the members of the Development Subcommittee will be visiting Havering Museum on 21st September to discuss and learn about their experience of 'accreditation'.

Mike advised that Alan Clark is attending a course at ERO in October called 'Know Your Historic Building'

Mike confirmed that Karen will be laying the Museum wreath on Remembrance Day.

Mike advised that the Museum has so far passed over 1000 knitted poppies for the 'weeping wall'.

Date of Next Meeting

Thursday 20th September 2018 at 7.15 for 7.30

ACTIONS

1. **Linda** to arrange with Peter E re reminder to volunteers about checking Friends applications and renewals
2. **Linda** to write article about 'how Friends money is used' for the Newsletter
3. **Mike** to send rent request to RTC
4. **Terry (Joyce)** to arrange lift service
5. **Sharon** to send out list of documents and references for review
6. **Sharon** to send out reminder of the headings for policy documents
7. **Sharon** to ascertain number of storage boxes available for Terry (Joyce) & Karen

Plus the following ongoing action (2) from August mentioned at the start of these minutes.

2. **Viv** to write research organiser 'advert' for volunteers newsletter.