

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 29th August 2019

Present – Mike Davies (C), Terry Joyce, Sue Smith, Gemma Smith, Viv Irvine, Karen Vassallo, Linda Davison(S)

Apologies –Roger Alluid, Cheryl Roe, Mick Kay.

Minutes of the last Meeting - were read and agreed.

Matters Arising –

Actions from last meeting: - Completed 1,3,6,10,11,12,13

Ongoing – 2,4,5,7,8,9,14, 15 (see actions for ongoing items)

Sub committee updates – verbal updates given

Cheryl RTC/RDC	Barclays flower bed to be redone. Christmas Lights all ok. Remembrance Day Service all organised. Anglia in Bloom Result Day 10 th September. Italian Market Saturday, Museum advertised in Trinity Ward leaflet.
Acquisitions	One or two small items. Photo of Regal Commissioner c1940
BUMS	Meeting next week with Rayleigh Lanes re tiling outside entrance. Windows ongoing. Another volunteer for photography. TM joining SC.
Coach Trips	Saville Gardens and Dorney Court - 6 tickets left. Tutankhamun April 2020 tickets sold out and waiting list in place. Tuesday 23 rd June 2020 next date set – in planning stage.
Commercial Hire and Sponsorship	Waiting confirmation of further hire in October (Palmers)
Data Protection	Nothing to report
Development	Storage unit needs work - Items for other areas need sorting and moving on. COSHH rules mean cleaning cupboard should be kept locked at all times. Safe needed for financial matters – could some of the other items be relocated please? Collections Trust has changed format for applying for accreditation.
DVD 2019	Memories Day in Museum on September 15 th . Still very tight timescale to produce DVD for Christmas sales.
Echo Archives	Duplicate Echo binders to Wat Tyler C.P. Contacts with Foulness and Maldon Societies re: photos.
Events	Murder Mystery evening successful. Thanks to Sheila for hard work. Quiz night – Trevor will be Quizmaster. Raffle prizes needed. 2020 talks all confirmed. Will be Wednesday evenings starting from 2020.
Finance	End of year accounts have all been independently scrutinised and now presented to MG. Sue proposed acceptance and

	Terry seconded. 50% discount now received on the recent price increase for storage.
Friends Administration	Membership stands at 626. 59 outstanding renewals will receive final letter.
Research	Ongoing. Research queries - not enough time for all to deal with the enquires.
Retail	New items selling well. Railway items will go on sale as exhibition starts. Calendars will be on sale from 4 th September. Christmas cards under discussion – meeting next week. Some items will need to be put away to allow for seasonal goods to be displayed.
Strategic Review	Final report highlighted revenue, resourcing and footfall as key.
Volunteers	New steward interviewed. Rota still has ongoing with last minute issues. Volunteers Day 8 th October – three sessions planned.
Publicity	More articles in Echo, Rayleigh Times and Vision magazine. New publicity cards produced. New Museum and Schools leaflets in preparation. Noticeboard at Station. Had stall at the Kirbys open day – successful. Fruit and Veg shop in Berry's Arcade will display Rayleigh photos with reference to Museum.
Chairman's Actions	Numerous e mails from public. Meetings with RDC and RTC. Funeral of late RTC Councillor. Attended Civic Suite more archive photos work with Terry. Attended Royal Naval Day Flag Ceremony at RTC. Attending reopening of Crown Hotel. Asked to give talk at Fitzwimarc School awards evening. RDC asked for suggestions on road names for Bullwood Hall estate.

Museum Diary – All in hand or actioned.

Volunteers Hours Worked – 1081.50

Follow up on Chairman's report.

Three written replies received. Two reminded us all that we are volunteers all trying to do a worthwhile job. Maybe we all need to be aware of our use of words. Way forward for accreditation must conform to the standards of the Collections Trust. Main response from the Events SC outlining their detailed Forward Plan. Discussion followed.

Visit Lord Lieutenant 25th September 2019.

Mike co-ordinating and has issued invites. Certain protocol to be followed. Memento of her visit required. Catering discussed.

A.O.B.

- Linda - Following enquires from the public for Trail Guides for the annual Holy Trinity Garden Trail, should we consider offering this Museum as an outlet to sell the brochures next year?

- Viv – Foreign notes/coins donated – have managed to bank some but an outlet needed for the rest.
- Viv – More detailed information needed from the British Legion on the names on the WW2 memorial.
- Viv – No food waste to go in Museum bins.
- Christmas Lights – Can we sell goods on our stall and will there be a charge?
- Remembrance Day – Roger laying the wreath this year with Trevor Rand offering for 2020.
- ‘Liftphobic Day’ Would like to hold another ‘Liftphobic Day’ possibly sometime in October. Mike will arrange.
- Mike says one of the DSs suggested recording visitor numbers on a AM and PM basis to see if any difference. Mike will arrange and report back.
- Reorganisation of Roles – Mike in early stages of a possible reorganisation of some of the roles and responsibilities within the MG and Trustees. Will share with colleagues ahead of any decision.

Date of the next Meeting - Thursday 26th September 2019 – 7.15pm for 7.30pm

ACTIONS

1. Mike – to e mail Roger re Tandoori restaurant advert.
2. Terry – to put Tandoori details on Facebook
3. Mike – to e mail all volunteers re correct procedure when receiving acquisitions.
4. Sue – to e mail all DS re closure of the cleaning cupboard under COSHH regulations
5. Terry – to contact Museum of Power re: - COSHH and legal requirements for First Aid Courses.
6. Linda – to ask a contact re First Aid courses and the legal requirements
7. Viv – to put notice in the next newsletter asking for volunteers to help with negatives etc. in the storage.
8. Sheila/Events SC – to log all Edward Francis school visits in the diary.
9. Linda – to send out end of year Annual Report with these Minutes.
10. Sue – End of year Annual Report to go to Trustees with their next Agenda.
11. All – Research enquiries to be e mailed to Viv who will then allocate the task out. (Save duplication).
12. Viv – research form to be updated to allow for number 11.
13. Viv / Gemma - WW1 and WW2. Please advise Holy Trinity and British Legion of any new names.
14. Gemma – to notify Mike of the colour printing requirements needed for WW1 and 2 and he will enquire about sponsorship.
15. Mike – to ask for more detailed information from the British Legion on names on their Memorial.
16. Viv – for next newsletter, notice asking for more research volunteers.
17. Viv – to send to Terry photo of next Christmas card image to see if it can be enhanced.
18. Mike – to ask Roger to check on Pizza Express discount as may be up for change.
19. Terry – Magic Lantern – look into possible repair.
20. Sue / Events SC – School visit A5 flyer to Roger please.

21. Viv – Tapestry names – ongoing research.
22. Mike – Memento for Lord Lieutenant's visit.
23. Linda – Cakes for this event
24. Linda – to contact Jane at Holy Trinity to offer this Museum as an outlet for selling Garden Trail leaflets next year.
25. Viv – notice on the food bin please.
26. Vols SC – Informal update on the different jobs in the Museum.
27. Terry – LOLER still outstanding – still trying to contact.
28. Mike – Rent cheque from RTC please
29. Events SC – Will need to make arrangements for 2020 for Wednesday evening talk set up as volunteers that afternoon cannot do.
30. Mike – enquire from RTC about selling goods on our stall at Lights event.
31. Mike – to arrange a 'Liftphobic Day'.
32. Mike – report back on visitor number survey.
33. Linda – apologises now for any missed actions!