

Rayleigh Town Museum Management Group Meeting Minutes

21st December 2017

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Linda Davison, Cheryl Roe, Terry Joyce.

Thanks to Viv for the homemade nibbles.

Apologies

Roger Aillud, David Pymmer, Karen Vassallo, Mick Kay & Rebecca Lodge

As all are now aware Margaret has decided to resign from the Museum. Mike thanked Margaret for her past help and contribution to the Museum.

Cheryl mentioned that she would like it minuted that she personally wanted to thank Margaret for her help but felt that she also wanted to make a statement in support of Mike. She said that being Chairman is a difficult job and you will never please all the people all the time but that she understood where Mike was coming from and thanked him for the job he is doing.

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Cheryl & seconded by Linda.

Actions & Additional information

1. Completed
2. Completed
3. Completed
4. Ongoing
5. Ongoing
6. Completed
7. Completed but please continue to pass copies of appreciative comments/letters on to Terry
8. Ongoing

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update (Cheryl)

Lights switch on event did not seem as busy as usual but still successful. It was felt that the very cold weather may have reduced the numbers.

Saturday markets will continue next year.

Events (Sue)

Quiz and possible alternative events will be discussed at the next Events subcommittee.

Mike mentioned the possibility of costumes for volunteers for special events such as the Trinity Fair. The Events Subcommittee will look at the options regarding hire/purchase of suitable costumes.

Schools Liaison

3 members of Schools Liaison have now stood down. (Margaret, Sue & David)
Mike advised that Sheila has said that she is staying on the subcommittee. Gemma also confirmed that she would be staying.
Sue advised that whilst she is no longer on the subcommittee she would be happy to help out with school visits to the museum.
New Chairman & Secretary need to be agreed.

Volunteers (Sharon)

Sharon mentioned that 2 possible new volunteers are being 'tried out' in January although it may be that they are not suitable.

Coach Trips (Roger)

No additional comments or questions

Development (Viv)

Layout of the Museum being looked at in the New Year and it was suggested that the volunteer stewards may have some suggestions. Sharon suggested that something about this could go in the Volunteers Newsletter for January (due out 1st). Viv will write a brief paragraph for inclusion in the Newsletter.

Research

No additional comments or questions

Retail (Viv)

Approx. 300 of the 500 2017 Christmas cards have been sold. Those not sold will be put into storage for next year.
At time of meeting only 7 calendars left. *(Post meeting note only 5 left as at 23rd December)*

Acquisitions (Mike)

No additional comments or questions

Data Protection (Mike)

Meeting due in early January to sort out procedures for the changes to the DPA in May 2018

Echo Archives (Mike)

No additional comments or questions

Friends Administration (Mike)

Mike mentioned that someone had purchased a Friends membership for his wife as a Christmas present. He felt that it might be worth looking at for the future to see if a 'gift voucher' could be provided for circumstances such as this. The Friends Subcommittee will discuss at the next meeting.

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

Unfortunately the grant application for new windows was unsuccessful. Looking for new grant funders to approach.

Terry advised that the asbestos survey had been undertaken today and there were no problems.

Terry requested that all keep him advised on a regular basis of anything that can be added to the website/social media to maintain interest.

Finance/Budgets/Grants (Mike)

Viv advised details of the bank account balances.

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

Launch event will take place on the evening of 5th February 2018.

Press (Mike)

Possible that RRAVS may have suitable volunteer to take on this role. Mike will be discussing this with them.

Diary

Some small amendments advised to Linda.

Admin Team

This proposal has now been withdrawn.

A.O.B

Linda advised that she doesn't seem to be receiving all the emails. Please could everyone check that they are using the correct new email address for her.

Mike advised that he had printed off a copy of the Mendoza Review of England's Museums which he felt that all Trustees should read. A link to this report has also been emailed out to all Trustees. The main points of the report refer to

- Need to diversify income streams
- New audiences
- Digital innovation
- Museums to be included in tourism action plans
- Work more closely with local government
- Develop long term sustainability plan
- More Museums to become accredited
- Visitor data
- Deliver cultural education to schools
- Effective trustees

Mike advised that the ongoing issues with Rayleigh Lanes A Frames blocking Museum signage has been referred to RDC

Mike advised that the severe weather procedures need to be documented and agreed

Mike advised that he was in discussion with the Mayor's office in Southend regarding some Echo pictures of past Mayors.

Mike advised that he thought that there should be a strategic review of the Museum undertaken. He felt this would be best if dealt with by 3 of the Trustees not involved in the day to day running of the Museum.

Mike showed everyone an old poster which had been amongst some books purchased from Staceys. It asked for old documents not to be thrown but donated to the Essex Records Office. He thought that this would make good basis for a similar Museum poster. Gemma will use the detail and produce one.

Date of Next Meeting

Thursday 25th January 2018 at 7.15 for 7.30

ACTIONS

1. **Events Subcommittee** to look at options for volunteer costumes
2. **Viv** to write a paragraph regarding Museum layout for the January Volunteers Newsletter
3. **Friends Subcommittee** to discuss possible gift voucher
4. **Mike** to deal with grant funding for windows.
5. **All** to keep Terry updated with items for website/social media
6. **Mike** to discuss with RRAVS possible applicant for Press Officer role
7. **All** to check that they have the correct up to date email address for Linda
8. **All Trustees** to read the Mendoza Report
9. **Mike** to complete documentation for severe weather procedures
10. **Mike** to talk to relevant Trustees about undertaking a strategic review
11. **Gemma** to produce poster regarding old documents