

## **RAYLEIGH TOWN MUSEUM**

Minutes of the MG Meeting held on 20<sup>th</sup> December 2018

### Attending

Cheryl, Sue, Viv, Linda, Terry and Karen

### Apologies

Mike, Roger, Mick and Gemma

### Minutes and Action Points from the Previous Meeting

All action points done. During the cleaning of the beams Terry noticed a crack in the wall above the wooden frieze, he will seek advice. Nine volunteers attended on "clean and tidy" the museum day, and a good deal was achieved.

### Matters Arising

An afternoon meeting of the MG was suggested for August. Date tbc.

A spring clean of the museum to be scheduled for January from 2020. To be added to the diary.

Minutes proposed by Karen and seconded by Linda.

### Sub Committee Updates

#### Cheryl

The toilets on Crown Hill are now open and are being well used.

The Christmas Lights Switch on went well, and next years date has been confirmed as Thursday 28<sup>th</sup> November. Employing the Security people has been considered very successful. They give weekly reports to the Police via the Town Council. Shops in the town have been troubled with gangs of youths. The guitarist in the town has been playing his music very loudly; the only way to stop this is by complaining to RDC.

#### Terry

Report attached separately.

Volunteer hours for December = 916.5

Facebook and website viewings are down, this could just be down to the time of year.

Terry has received a quote for connecting the Fire Alarm to a phone line. The quotes have been passed to Finance for consideration.

#### Viv

Retail – to date 115 calendars have been sold. It was felt that perhaps if we go ahead with calendars next year, some colour pictures from the 1960's / 1970's would aid sales. The Christmas cards are selling, especially the packs of 4.

Research – a co-coordinator is now helping and doing work at home. A request to go in the volunteer's newsletter asking for help with research.

Development – the museum "Statement of Purpose" has been sent to Havering Museum for comments. Alan is taking the library cabinet home after Christmas to adjust it for the castle timbers.

Finance – Viv read out the bank balances. The quiz at the Library went well, raising over £800.

Linda has been dealing with the water bill, and after phone calls could now be sorted.

Acknowledgement has been received and a reply is awaited.

Volunteers – 2 new ladies have already started in the museum and another 2 are interested in starting in the New Year. There has also been a D of E enquiry. DeFib and First Aid Training is to be reviewed annually, and will be added to the diary in March.

#### Linda

Coach – all in hand.

## Friends

Currently stands at 673. The Friends spreadsheet has been backed up on the museum computer.

## Sue

## Events

The quiz went very well, and everyone agreed the library was the best location yet and the venue was excellent. The library staff were extremely helpful, and we will book again for 2019.

Terry has asked for some better publicity for the website and Facebook for the monthly talks. The WI booking for April will stand and instead of a talk, it has been decided to hold a "Games" night. Further details to follow. Sheila is now in charge of any children's visits to the museum (schools or group visits). This will be further discussed at the next Events Sub. The events sub felt that the "Hire" of the museum should be kept completely separate from events; helping out if needs be on the day.

## Diary

All items being dealt with.

## Any Other Business

After the tidy up day, no more items are to be "placed" in the research area. This area is for the public and must be kept tidy. 2 folders have already been placed on the shelves which contain private email and home addresses (GDPR).

Terry felt that the GDPR sub should not assume he will be dealing with the issues raised in their minutes, although he will help where he can. The GDPR subcommittee should produce their own policy.

Everyone thanked Cheryl for standing in as Chairman in Mike's absence.

## Actions

Terry – ask Janice for advice on the beam (Regal Room) and crack in the brickwork

Linda – add spring clean to the diary for January and First Aid and Defib Training for March

Sue – contact next years speakers and ask for some publicity pictures and then produce some posters.

Sue – email Peter E regarding publishing the January talk.

Sue – contact Mike about the Heritage Walk on 21<sup>st</sup> February

## Date of Next Meeting

Thursday 31<sup>st</sup> January 2019.