

## Rayleigh Town Museum

### Management Group Minutes of Meeting Thursday 19<sup>th</sup> December 2019

**Present** – Mike Davies (C), Terry Joyce, Sue Smith, Viv Irvine, Cheryl Roe, David Pymmer, Linda Davison(S)

**Apologies** –Roger Alluid, Karen Vassallo, Gemma Smith, Mick Kay, Sheila Chambers

**Minutes of the last Meeting** - were read and agreed.

**Matters Arising** –

Actions from October meeting - outstanding - Nos 1,5,6 Mick Kay. No 3 Cheryl Roe,

Actions from last meeting – outstanding 1,2,8,9,16

completed 3,4,5,6,7,10,11,12,13,14,15

**Sub committee updates** – verbal updates given

Acquisitions	One or two minor items.
BUMS	Contents Insurance renewal - a lot of adjustments made. New locks to back and front doors being fitted Monday 23 <sup>rd</sup> December. The MG wish to record their thanks to Roy Fallis for his assistance in this matter. ECC Museum Development Officer under review.
Coach Trips	Tutankhamun April 2020 - one seat available. Plans are being worked on for a trip to Suffolk in June.
Commercial Hire, Sponsorship and Newsletter	Newsletter should be available mid-January. One or two enquiries. Fruit and Veg work ongoing.
Data Protection	Nothing to report
Development	Accreditation – Sue and Viv will complete form after Christmas. Tried moving Regal cinema items to one of the book cases just to give some idea of sizing and style of cabinet needed
DVD 2019	Ongoing. Target is still Easter 2020
Echo Archives	More binders loaned to Volunteers.
Events	Talks for 2020 all booked. Quiz was a success and made £683 profit. SC are thinking of simplifying the event scale of charges.
Finance	Budget on schedule. Additional expenditure on new locks and increase parking charges. Bank account details given verbally.
Friends Administration	Membership stands at 648. Once again will offer 15 months for 12 months from 1 <sup>st</sup> February 2020. New membership cards will be printed in January.
Publicity	Working with Roger on new Museum leaflet. Mike Question Master on two political public hustings and helped to publicise the Museum. Micro Brewery have not taken up our offer of photos. Successful Speedway event 11 <sup>th</sup> December thanks to Terry Stone. Consider for perhaps Sunday mornings in future.
Research	WW1 Roll of Honour files now on display along with folder of newspaper articles. Gemma now working on WW2.

Retail	Good sale figures up to December but now beginning to drop a little. We will do stocktake in January. Some money transfers to the main account will be made in the New Year but will be done in stages. We continue to look into card readers. Book sale being considered for next Spring. 135 calendars sold up to 15 <sup>th</sup> December.
Volunteers	Sandra now taken over the Rota. One new volunteer and some work experience / D of E students also.
Cheryl Roe RTC / RDC	Budget work in progress. Details given of 'Best dressed window categories. Meeting to be called re Big Issue.
Chairman's Actions	Attended Palmers carol service. Attended RDC Chairman's carol service. Attended Christmas Lights switch on. Asked to meet Deputy Lord Lieutenant to talk about a Museum invite. Dutch Cottage progress chased – may be ready by end of January. Meeting with RDC Strategic Director on 8 <sup>th</sup> January re 'Spend a Day' in Rayleigh as well as joint publicity on Rayleigh Heritage. (Museum, Windmill, Dutch Cottage, Mount and Church) N T Timbers awaiting meeting between NT regional and Southend Museum Service (owners of the timbers)

**Museum Diary** – All in hand or for action.

**Volunteers Hours Worked** – 1106

**A.O.B.**

- Linda - Home Computer Security – discussed and Terry has a contact who may be able to provide us with professional advice.
- Sue – gave 2020 dates for HODS, 11<sup>th</sup> to 20<sup>th</sup> September
- Sue – computer laptop now returned
- Viv – doing an order for Staples – if anyone needs anything ordered please let her know asap.
- Mike – Alan Buxton to take Hattons till in January
- Mike said a prompter response to his emails would be appreciated. To avoid further reminders and chasers.
- Annual Visitor Numbers given for the four years we have been open.
- Health and workload issues – we may need to look at priorities. Your thoughts welcome.
- RDC RAVS event – free training for volunteers. Refer to Mike if you want more information.

**Date of the next Meeting** – Thursday 30<sup>th</sup> January 2020 – 7.15pm for 7.30pm

**ACTIONS**

1. All – please see outstanding actions from November meeting and report back next meeting.
2. Linda – to e mail Mick re outstanding actions
3. Viv / Linda with Finance SC O/S action No 9 re grant.

4. David – Action No 10 ongoing
5. Cheryl – to contact RDC re screens in the Chamber
6. Viv – Outstanding e mail to volunteers re accreditation
7. Terry – PAT testing check – action from the diary
8. Viv / Sue – to send to all MG when accreditation application sent.
9. Viv – Email all volunteers to ascertain what research work is being undertaken.
10. Linda / Viv – to collect the calendars from Squires.
11. Mike – to email Southend Museums re N T Timbers
12. Linda – to update and circulate the Sub Committee members list
13. Terry – has a contact re home computer security