

Rayleigh Town Museum Management Group Minutes of meeting Thursday 28th February 2019

Present – Mike Davies, Terry Joyce, Cheryl Roe, Viv Irvine. Karen Vassallo, Linda Davison

Apologies – Roger Alluid, Sue Smith, Gemma Smith

Minutes of the last Meeting - were read and agreed

Matters Arising -

Items 1,3,4,5,6,11,12 complete

Items 2,7,8,9,10, outstanding or ongoing

Sub committee updates – verbal updates given

Acquisitions	No further update
BUMS	Peak Security sponsoring again. Camera to be placed on roof for back windows. Guttering being investigated. Fire Alarm monitoring system fitted. Neighbouring landlord asked for JB contact details Bug (Western Conifer Seed Bug) found in Commerce House Room.
Coach Trips	Arundel Castle trip full with waiting list. A new set of 'rules' will be set up re future bookings
Commercial Hire	Palmers (Basildon) breakfast meeting 40 people – 19 th March 2019
Data Protection	No further update
Development	No date yet for NT timbers and Dutch Cottage. New Cabinet arrived and installed. Pigeon Holes to be revamped. Extra March date booked for Accessioning. Art display down 3 rd March.
DVD 2019	Provisional meeting 28 th March
Echo Archives	Echo Newspapers sorted into date order
Events	Booking for 11 th April now moved back to Museum. Lack of interest for Games and Quiz event. Now David Dunford on Buffalo Bill.
Finance	Budget on target. Bank statement details given. Discussion took place on funding / grants
Friends Administration	Members 683. 15 for 12 months and 1 ST May 2019 renewals in hand.
Research	WW1 and WW2 articles being worked on. Also newspaper articles
Retail	Book sale in March. Unsold Calendars to be thrown away.
Strategic Review	No update
Volunteers	RAVS offering volunteers – need to be vetted.
Publicity	Appointment in doubt
Documentation	No update
Cheryl RTC/RDC	Town security still under discussion. Discussions taken place on future of Chairman's chair and photos in Council Chamber should the building be closed at some time in the future.

Museum Diary – All in hand or actioned

Volunteers Hours Worked – 924

A.O.B.

- Terry investigating aerial photos
- Sunday 10th March - Rayleigh Heritage Trail Race – Mike and Cheryl starting race at 8.30am
- Railway Exhibition – Archive film too expensive. Mike contacting Greater Anglia re: sponsorship for Railway Exhibition
- Discover 2020 meeting at Rochford DC attended by Mike. (also Essex 2020 under discussion)
- Essex Big Weekend – 6th and 7th April – Mike doing Heritage Walks.
- Mike Had meeting with Joyce Long, Trustee Southend Pier Museum.

Date of the next Meeting - Thursday 28th March 2019 – 7.15pm for 7.30pm

ACTIONS

1. Terry – to update on Grab List and Fire Brigade at next meeting.
2. Mike – Progress volunteers updated information.
3. Terry – to seek advice and maybe quote from Bakers to seal chimney stack and look at guttering.
4. Mike – To ask all DS/Stewards to ensure radiator behind the desk is left on maximum when leaving.
5. All – Viv will be reorganising pigeon holes - any ideas on this to Viv please.
6. Terry – to put elastic strapping around Cabinet 18 when we have a talk in the Regal room.
7. Terry – will be investigating Shell grant again this year.
8. Linda – to ask Peter to update talk information for the 11th April 2019.
9. Viv and Linda – to dispose of unsold calendars.
10. Viv – to email Peter re Book sale and request for good quality books.
11. Mike – Contact Greater Anglia re sponsorship for Railway Exhibition.