

## Rayleigh Town Museum

### Management Group Minutes of Meeting Thursday 27<sup>th</sup> February 2020

**Present** – Mike Davies (C), Sue Smith, Viv Irvine, Gemma Smith, Sheila Chambers, Terry Joyce, Linda Davison(S)

**Apologies** –Roger Alluid, Karen Vassallo, Mick Kay, Cheryl Roe, David Pymmer

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

**Matters Arising** –

Actions from last meeting – outstanding 4,5

Ongoing 2,14

completed 1,3,6,7,8,9,10,11,12,13,15

**Sub committee updates** – verbal updates given

Acquisitions	Purchased from Staceys – new map dated 1695. From e bay – photos and magazine re Bellingham Lane.
BUMS	Problems with A frames discussed. Bulbs in cabinets under review.
Coach Trips	Tutankhamun April 2020 - one seat available but not being filled at the moment. September trip will be advertised in the April newsletter.
Commercial Hire, Sponsorship and Newsletter	April newsletter in hand. Sponsors under review. M and Co hire £150.00.
Data Protection	Nothing to report
Development	Accreditation – waiting to hear on eligibility. Fay’s talk on conservation 3rd March will need to buy conservation materials. Spencer making book rest for large books. Dutch Cottage and Castle Timbers ongoing.
DVD 2020	Ongoing.
Echo Archives	Mike’s email of 24 <sup>th</sup> February. Storage issue especially with negatives. (trays and wooden boxes)
Events	Library may not allow further out of hours bookings. Waiting to hear on Christmas Quiz booking but April booking still honoured. Spencer’s and Paul Taylor’s talks - details finalised.
Finance	Budget on schedule. Bank account details given verbally. No update on increase rent charges. FYN no longer sponsors for bow window.
Friends Administration	Membership stands at 659. 15 months for 12 months from 1 <sup>st</sup> February 2020 now advertised on town noticeboards.
Publicity	Two displays in Library – (aerial photos and railway). Town notice boards updated. Updating Adams window. Working with RDC on new leaflets and displays. Possible sponsorship by RTM, RDC, RTC and C of Trade – all £100.
Research	Volunteer, with access to on line Family History websites, needed to research WW2 men for Battle of Britain exhibition.

Retail	Sales picked up slightly after slow January. Possible future purchase of new wooden toys. Calendars will come off sale end February. Few left over.
Volunteers	Volunteer meeting / day on 28th April. Sandra working well with the rota – no issues. More ‘work experience’ requests being received.
Cheryl Roe RTC / RDC	Trinity Fair Sunday 7 <sup>th</sup> June and SAG monitoring via Museum windows agreed. RDC council tax increase 10p per week. No RTC increase. Council purdah wef 31 <sup>st</sup> March 2020. Remembrance Sunday going ahead as usual and RTM may need to provide stewards. Anti-social behaviour near pub in High Street being discussed by Pub watch group. Dawn will contact Terry re photos in Council Chamber.
Chairman’s Actions	<p>Don Booth and Speedway model – no response to three emails.</p> <p>Attended Trinity Fair meeting. RTM will have gazebo and possible Clay Cottage activities.</p> <p>Joined ‘Friends of Essex Heritage’ member no 453.</p> <p>Contacted by Fitzwimarc to sponsor advertising at their Annual Awards in Mill Hall 11<sup>th</sup> September. Agreed.</p> <p>Fitz also asked if we would like a stall again at their Christmas Fair 5<sup>th</sup> December.</p> <p>Meeting with Southend Museums re castle timbers. Further meeting planned.</p> <p>Chased for Dutch Cottage model again</p> <p>MODES – should we undertake training course (£1000.00) suggest we ask Southend/Chelmsford museums first for possible cascade training.</p> <p>Documentation sent to RDC to waive our non domestic rates for 2020/2021</p>

**Museum Diary** – All in hand or for action – see below

**Volunteers Hours Worked** – 1040

**A.O.B.**

- Letter supporting medal to be action point in diary.
- Rubbish and recycling bins not being emptied still
- Take One Media to replace and update to 2020 leaflets
- Research area becoming a ‘dumping ground’ again.
- Rayleigh Windmill have new logo
- Martyrs’ memorial Poster – Terry has removed wires for safety
- ERO course on House History – photos of Rayleigh
- RDCA webmaster resigned – replacement needed
- Mike has been advised by a number of DS/Stewards of lack of information on new exhibitions etc. Can Sub committee’s bear this in mind.
- Sub Committee list to all
- Old toilet block on Crown Hill will be marketed by RDC first quarter of 2020/21. Probably not within RTM budget. (To enable move from current storage unit).
- ‘Goodie’ bag ready for our 30,000 visitor

- Mike has been approached by a 'railway group' re possible photographic display inside the waiting room. Agreed subject to Group covering costs.
- Able to help Wimpy restaurant with their 50<sup>th</sup> anniversary – thanks to Peter Everingham
- Update on Hattons Till
- Mike in discussion with Evangelical Church re donations of some of their artefacts to include a Bible signed by John Banyard
- British Legion request for photos once redecoration complete
- Charity Quiz 20<sup>th</sup> March do we want a table
- Rochford tapestry will go on tour.

**Date of the next Meeting** – Thursday 26<sup>th</sup> March 2020 – 7.15pm for 7.30pm

## **ACTIONS**

1. Linda – Diary review Cyber security information in September 2020
2. Cyber Group – To meet
3. Mike – Let Terry know when Dawn RDC makes contact
4. Linda – to put Fundraising Regulator over to Finance SC.
5. Terry – LOLER inspection after Lift service.
6. All – Spring clean museum – after Fay's visit.
7. Sheila – contacting all schools in person
8. David – to update all MG and Trustees on working party.
9. Mike – to email DSs reminder of procedure for 'A' frame and the weather
10. Linda / Viv – to list all tasks for volunteers' day. (including bin emptying)
11. Mike – to contact Chris re DVD update
12. Sheila – to contact art departments at Fitzwimarc / Swayne re negatives
13. Terry – contact 'Mens Shed' re wooden boxes
14. Viv – to let Peter E have e mail draft on WW2 records to send out to Friends.
15. Sheila – to use spare calendars for schools and goody bags.
16. Mike – Remembrance Day – wreath laying to be organised.
17. Terry – Investigate with MODES head office re training
18. Terry – ask if Southend or Chelmsford museums happy to cascade train on MODES.
19. Mike – RTC Rent cheque.
20. Viv – Warner letter.
21. Linda – action number 20 in Diary for March and May
22. Dev SC - to sort out Bookcase area
23. Mike – to advise Sandra we would like to try to open on Easter Monday.
24. Terry/Mike – to compile list of pictures from Historic Houses England and submit to get more information.
25. Viv – to contact Rayleigh Lanes – RTM logo on balloons.
26. Linda – Sub committee to send to all volunteers.
27. All – Do we have stall at Fitzwimarc Christmas Fair?