

Rayleigh Town Museum Management Group Meeting Minutes

25th January 2018

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Linda Davison, Roger Aillud, David Pymer, Karen Vassallo & Terry Joyce.

Apologies

Cheryl Roe, Mick Kay & Rebecca Lodge

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Roger & seconded by Linda.

Actions & Additional information

1. Completed
2. Completed
3. Completed
4. Ongoing
5. Ongoing
6. Completed
7. Completed
8. Ongoing
9. Ongoing
10. Complete
11. Outstanding – will be completed in next 7 days

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update (Mike on behalf of Cheryl)

Next Trinity Fair meeting is 31st January

New toilets in Crown Hill should be in place by the end of February

Events (Sue)

Sue asked if there were any plans to celebrate the 2nd birthday of the Museum. After discussion it was agreed that there would be no formal event this year but just some small notices & possibly some balloons be used to highlight 2 years.

Terry asked for some more information about the audio booth due to be in the Museum early April. Sue will forward on the information that she has.

Mike mentioned that he would like there to be something additional on the Museum stall at the Trinity Fair such as a coconut shy. Other suggestions were made of hoopla and a set of stocks. Viv will be at the next Trinity Fair meeting representing the Museum and will see what other groups are doing to ensure that we do something different.

Volunteers (Sharon)

Another social event is scheduled for Tuesday 27th March at Barringtons. Although predominately aimed at those who steward other MG members are welcome to come

along. Full details will be in the Volunteers Newsletter due out at the beginning of February (emailed to stewards, online in the MG admin area with the Volunteers Subcommittee minutes & a physical copy in the volunteers' pigeonhole). There is a maximum booking of 24 people so it will be first come first served.

Coach Trips (Roger)

25 tickets sold for the Tenterden trip so far.

Terry advised that he had received an email via the website from a 'non Friend' asking about coach trips and wanted to know how soon these trips could be advertised to the public rather than just Friends Members. Following discussion it was agreed to be 1 month after the issue of the Newsletter this giving the Friends members sufficient priority

Development (Viv)

No additional comments or questions

Research

Further meeting needs to be arranged.

Retail (Viv)

No additional comments or questions

Acquisitions (Mike)

Mike mentioned that the family of Peggy Foster who had donated the dolls house had also donated a number of books which were waiting to be reviewed to see which the Museum wanted to keep and which could be sold.

Data Protection (Mike)

Mick Kay unable to attend this meeting but a separate meeting will be held for the MG/Trustees to discuss details. Following discussion the date was agreed as February 7th at 7.15pm.

Roger mentioned that Palmers solicitors one of our sponsors was also happy to provide advice regarding the new DPA regulations.

Echo Archives (Mike)

Mike said he had just been advised that the 1st floor of the Echo building was to be taken over by another company so the 392 newspaper binder would be moved by Echo staff to the ground floor.

Mike mentioned that there is a formal handover of the Southend Mayor pictures at Porters which will be attended by himself, Viv & Carol & Ray Pattman.

Friends Administration (Mike)

Mike confirmed that the Friends subcommittee has agreed that from 1st February new memberships would be valid until 1st May 2018 thus gaining an extra 3/2/1 month's membership depending on when they join.

Current membership stands at 681.

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

Terry requested that all maintenance needs are not only put in the green book but also emailed to him.

Finance/Budgets/Grants (Mike)

Viv advised details of the bank account balances.

Viv mentioned that she had spoken to someone that day from the HLF and it appeared that the final 5% of the money due is paid retrospectively which is not as expected. Further clarification will be sort from the HLF.

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

Launch event will now take place on the evening of 20th March 2018.

Articles for the April Newsletter should be submitted a.s.a.p.

Press (Mike)

No additional comments or questions

Schools Liaison (Mike)

Sheila is in the process of contacting all the Rayleigh schools to ascertain the dates of their spring/summer fetes so that where possible the Museum have a stall at the event.

Diary

Query as to the date of the BAFM renewal. Mike will find out.

New Data Protection Regulations

Partly covered above in subcommittee reports.

Mike suggested that everyone reads the AIM document before attending the meeting on 7th February.

A.O.B

Sue asked if anyone had access to oyster shells that could be used in the medieval exhibition. Terry mentioned that he could source some.

Sue also requested that anyone had other items with medieval connections that could be of use for the exhibition please let her know.

Sharon asked whether it was planned to open on Easter Monday again this year. Visitor figures from last year need to be considered for this decision to be made. Details to be discussed and decision made at the February MG meeting. Sharon will add to the agenda.

Mike advised that Terry Jobson (Trustee) records meetings that he was involved in where he also has to produce the minutes. He had found this worked well for him subsequently when typing up the minutes. It was up individual choice but this may work for others as well.

Mike advised that the Strategic Review has now been started with those involved being David Pymer, David Williams, Ann Jolly & Terry Jobson. Any of them may contact you for further information.

The Railway project group for the exhibition in October 2019 is now set up. The members are Peter Everingham, Steven Hearn, Ray Pattman & Derek Fry (Windmill volunteer). Mike advised he is not actively involved but will advise as required. Abellio Greater Anglia have mentioned that they are interested in the exhibition and may be willing to sponsor in some way.

Mike mentioned that he felt that the criteria for inclusion on the Benefactors Board should be increased for commercial companies. Following discussion it was agreed that the criteria should remain at £250 for personal donation but be increased to £350 for commercial company donations.

Mike mentioned that he is still trying to locate the Thame Museum leaflets. Does anyone have them?

Mike advised that there is a new Grade 2 Listed structure in Rayleigh since mid-January 2018. This is the red telephone kiosk in the High Street

Mike advised that he has a list of suggestions that have been put forward for future funding/grants. These are

- Security film on glass windows and cabinets = £50
- Awards evening with trophy for Fitzwimarc school - £100
- Air conditioning/climate control - £1000 to £10000
- Camera/Video/Lighting - £5000
- Integrated Monitoring System - £unknown
- Window Frames - £5000
- Dendrodating - £1000
- Events gazebo - £500
- Building Insulation - £1000
- Double glazing - £8000
- Period Costumes - £unknown
- Secol Binders - £500
- Cabinet for Castle Timbers - £unknown
- DVD of Rayleigh history - £250 (may have sponsorship for this)
- Museum Booklet -£500 (may have sponsorship for this)
- Our House history roller banners - £500

Groups that may be offering funding are

- Communities Initiative Fund
- Communities Trust Suez
- Essex Heritage Trust
- Heritage Lottery Fund
- Co-Op Local Community Fund.

Date of Next Meeting

Thursday 22nd February 2018 at 7.15 for 7.30

ACTIONS

1. **Mike** to ascertain details and date of BAFM renewal
2. **All** to read the AIM document before the MG DPA Meeting on 7th February.
3. **Terry** to provide oyster shells for Medieval exhibition
4. **Sharon** to provide figures regarding opening for Easter & add subject to the agenda for February MG meeting