

## Rayleigh Town Museum Management Group Minutes of Meeting Thursday 31<sup>st</sup> January 2019

**Present:** - Mike Davies, Cheryl Roe, Terry Joyce, Viv Irvine, Sue Smith, Gemma Smith, Mick Kay, Terry Jobson and Linda Davison

**Apologies** received from Roger Alluid, Karen Vassallo

Before the main meeting, Mike presented to the Museum a cheque for the donations kindly received in memory of Sharon. A photo was taken.

A Chapman and Andre Digital Map of Essex was also shown.

Mike welcomed Terry Jobson (trustee) to the meeting.

**Minutes of the last meeting** were read and agreed.

**Matters arising** – all complete

**Statement by Chairman** – Mike read out a statement – copy attached

Cheryl then thanked everyone for their support for when she was in the Chair and for all the time and effort put in my members of the MG.

**Sub Committee updates** – verbal updates given

Cheryl Roe	RTM advertised in her latest leaflet. No RTC council tax rise Trinity Fair – plans ongoing Heritage Run Race – 9 <sup>th</sup> March from 8.30am with donation to RTM
Acquisitions - Mike	2 Minor acquisitions received Castle timbers and Dutch Cottage ongoing
BUMS - Terry Joyce	Updates on new radiators. Add Plumber, AP, to Benefactors board in future? Floorboards need some attention. Keysafe manual update.
Coach SC - Roger	Arundel coach trip now full with waiting list. Some sponsorship invoices have gone out.
Commercial Hire – Mike	Not suitable for RTM to be on Google but on council website
Data Protection – Terry Jobson	Mick Kay still monitoring. Confirmed if emails going out to public domain then must be blind copied. Volunteers are within boundary of RTM
Development - Viv	Accreditation has regular helpers and some would like to do another session per month. Monday 4 <sup>th</sup> Feb new cabinet arriving and some moving of existing cabinets needed. No date to change display in Bow window
DVD2019 - Mike	Ongoing – Mike seeing CT
Echo Archives - Mike	Storage visit being arranged

Events - Sue	Events and talks all organised for 2019 Quiz confirmed for Friday 6 <sup>th</sup> December 2019 in the Library.
Finance – Mike/ Viv	Roebuck donation £350 received. Possible money raiser Tandoori Parlour Charity Curry night. – Anyone take on arranging?
Friends Admin - Mike	Membership 673 All in hand for renewals 2019/2020. 15 months for 12 now operational.
Research – Viv	Work continuing on WW1 and WW2
Retail - Viv	Update on Christmas stock. Viv and Linda did full stocktake. Takings lower January mirroring last 2 years.
Strategic Review – Terry Jobson	4 members of MG to look at all activities – 2/3 achieved and on schedule.
Volunteers – Mike	Mike to be Volunteers co-ordinator. Meeting with volunteers needed.
Publicity – Mike	Mike has meeting with possible Publicity Officer next week
Documentation - David	No update at present

**Appointment of new MG Minute Secretary** - Linda agreed to do this role with Sue helping if Linda unable to attend.

**Maintenance Issues-** Terry updated on heating, new fire alarm connection.

**Museum Diary** – All in hand or actioned

**Volunteer hours worked** – 1181

#### **A.O.B.**

- Namulas service charge to be investigated
- No afternoon meeting now, RA will be asked to attend one meeting in the summer
- Quiz trophy to be ready soon.
- Mike has exchanged leaflets with Essex Police Museum
- Communication between Trustees and Museum needs to be improved. Any ideas?
- Suggestion received to consider getting sponsorship for beams / windows. Views welcome.
- Glebe School may offer 6' square wall hanging. Ownership needs to be confirmed
- How to increase footfall. Any ideas please.
- The economic value of the Museum to the town of Rayleigh since opening assessed at £280,000
- Visit Essex BIG WEEKEND 6<sup>th</sup> and 7<sup>th</sup> April – invited to participate. Mike has offered to give Heritage Walks.
- Mike in communication with Southend Museum re a Rayleigh Castle Cannonball. Trying to source ownership or loan details from Southend.
- A 'Friend' offered 517 postcards to sell with proceeds to museum.
- Sharon's donations £1308.35 raised. £1029.60 spent to date. Remainder pending.
- Chamber of Trade meeting January 2019. Told 'The Museum is a great asset to the Town'
- Mike will attend 'Discover 2020 Committee' meeting 11<sup>th</sup> February 2019.

- Via RAVS – Mike meeting potential Publicity Officer next week.

**Date of next Meeting** – Thursday 28<sup>th</sup> February 2019 7.15pm for 7.30pm

### **Actions**

1. **Cheryl** – Heritage leaflets please
2. **Development SC** – ‘GRAB’ list in case of fire
3. **Linda** – Ask Peter to clarify for all volunteers the 15 for 12-month procedure
4. **Viv** – To let Mike have all the volunteer papers she has
5. **Mike** - to e mail all Volunteers asking for items not to be moved from secol boxes as the items are in the process of being referenced.
6. **Mike** – to ask Roger to attend one meeting during the summer months
7. **Viv/Linda** – to look at Namulas service charge
8. **Volunteers SC** – to arrange meeting to update stewards re Training, Fire, First Aid and Admin.
9. **Roger** – RTM leaflets – how many left? - Do we need a reprint?
10. **Terry** – Website – Photo of the week.
11. **Terry** – LOLER inspection to look into
12. **Mike** – Visit Essex Big Weekend – To co-ordinate the walks.