

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 30th January 2020

Present – Mike Davies (C), Sue Smith, Viv Irvine, Cheryl Roe, Gemma Smith, David Pymer, Sheila Chambers, Linda Davison(S)

Apologies –Roger Alluid, Karen Vassallo, Mick Kay, Terry Joyce

Minutes of the last Meeting - were read and agreed.

Matters Arising –

Actions from last meeting – outstanding 3,5,7,9.

completed 1,2,4,6,8,10,11,12,13.

Sub committee updates – verbal updates given

Acquisitions	One or two minor items. Further POW papers. Model of Dutch Cottage still awaited.
BUMS	Progress with timbers. Meeting with Southend Museum on 18 th February. Cyber security meeting held and follow up to be arranged. In the meantime, all to see cyber recommendations under AOB
Coach Trips	Tutankhamun April 2020 - one seat available. Two further trips now planned. 29 th September to Southwold and then on to Bedfield Hall for conducted tour and tea/cake. 15 th December visit to RHS Wisley for the Glow evening. Full details in April newsletter
Commercial Hire, Sponsorship and Newsletter	Roger chasing renewals from Sponsors and Newsletter advertisers.
Data Protection	Nothing to report
Development	Accreditation – Eligibility questionnaire sent off this week. At last Accessioning meeting plan chest sorted and drawers labelled. Dolls house cleaned and moved. Now on table kindly donated by Sheila. Further adjustments will need to be made when timbers received.
DVD 2020	Ongoing. Target Autumn 2020
Echo Archives	More binders to AS. More work undertaken to free up space in storage unit
Events	Mike said Speedway talk/event 3 rd April pm. He is happy to deal with this. Sue said November talk now booked on Home Guard 80 th anniversary. Trial of 50p charge for activity/quiz – good response so far. Also ‘goody bags’ being trailed for group visits. Games morning first Sunday of the month.
Finance	Budget on schedule with further donations from the Friends and Retail. Bank account details given verbally. Aware that we will have an increase in rent charges.
Friends Administration	Membership stands at 653. Once again will offer 15 months for 12 months from 1 st February 2020. New membership cards printed.
Publicity	More articles in the Echo (thanks to Terry). Two exhibitions in Library in February and March. (Railway and Aerial photos)

Research	Ongoing WW1, WW2, Beagle, Castle timbers and Dutch Cottage. A few small enquiries this month.
Retail	Sales, like donations, are increasing. Stocktake completed last Monday and as a result certain items will be reduced/put 'on offer' over the next few months. Considering a book sale around Easter. Some Calendars remain unsold.
Volunteers	Sandra now into doing the Rota and has agreed to come on the Vols SC. New school student has joined.
Cheryl Roe RTC / RDC	Trinity Fair – road closure agreed. SAG monitoring requires RDC to undertake course and the MG agreed to a Marshall using our windows to observe Trinity fair and Christmas Lights. Big Issue – approved couple only but not on Wednesdays and Saturdays
Chairman's Actions	<p>Attended funeral of Gordon Byford on behalf of the Museum. Attended Chamber of Trade meeting. Attended Environment Committee of RTC. Attended RDC Tourism Meeting for</p> <ol style="list-style-type: none"> 1. Spend a day in Rayleigh 2. Multi Heritage leaflet 3. Healthy walking leaflets <p>Initial meeting with Sweyne Choral Society re their archives.</p>

Feasibility Study Document – a discussion took place on David's document and several questions were raised. It was decided to set up a small working party to try and move forward. To report back to Trustees and MG. in March.

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

Volunteers Hours Worked – 1209

A.O.B.

- ECC no longer supporting the Museum Development Officer role
- Cyber security Questionnaire / recommendations for users of Personal devices for RTM.
 - **Who owns the device?**
 - **Does the device have Antivirus and AntiMalware software?**
 - **Does the device have a Firewall and is it enabled?**
 - **Is the device password protected?**
 - **If it is portable, is it encrypted?**
 - **Is the device and data backed up? If so, where and how?**
 - **Who has access to the device?**
 - **Where is the device kept when not in use?**
- To note 6 more thefts of drinking fountains in London and the South East.
- Still need to improve communication with DSs and stewards when changes take place
- N Beer has three incomplete handwritten booklets he would like the Museum to type up. He will then check them and ask us to print and then sell
- Initial discussions with Model Making Club to make model of Speedway Stadium.
- Son of Edward Fitzgerald will visit Museum with Father's papers (wrote books with Ernie Lane and RTC Clerk for 35 years)
- Inebriated visitor banned from any further attempt to visit Musum. (refer to Mike)

- Sale of Australia WW1 book £260 to include postage (£20)
- RDC letter received on new system of non domestic rate. (We will still receive full waiver.)

Date of the next Meeting – Thursday 27th February 2020 – 7.15pm for 7.30pm

ACTIONS

1. All - to urgently read AOB on Cyber security and take action.
2. Mike – to check with Terry and Cheryl re RDC screens
3. Linda – to tell Roger re FYN payment
4. Mike – Fundraising Regulator -? renewed
5. Terry – Diary actions – LOLER inspections, Boiler service.
6. Viv – speak to Alan C re Emergency Procedures update
7. All/Mike – Spring clean Museum – review February
8. Sue – Clean/ defrost fridge please
9. Terry – diary action - lift door sensors
10. Linda/Viv – rotate pictures every three months – diary action
11. Sue – Newsletter Quiz questions for Roger
12. Sheila – Groups in March – contact schools
13. Viv – discuss with Terry next meeting of Museum Development SC
14. David – to set up small Working Party to move forward following the discussion on his feasibility study document.
15. David – to advise all MG committee of the WP members.