

Rayleigh Town Museum Management Group Meeting Minutes

27th July 2017

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Linda Davison, Viv Irvine, Margaret Johnstone, Cheryl Roe, Roger Aillud, & Terry Joyce

Apologies

Sheila Chambers, Mick Kay, Spencer Welsh, Rebecca Lodge, Karen Vassallo & David Pymer.

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Sue & seconded by Terry.

Actions & Additional information

1. Ongoing
2. Completed but Terry would like a 2nd opinion on the key safe's available. Linda said that Alan could look at it so Terry will send him the details to review.
3. Completed
4. Completed
5. Completed
6. Completed. Some volunteers have already come forward.
7. Completed
8. Completed but unfortunately not suitable
9. Ongoing
10. Ongoing
11. Mike taken this over for time being. In hand.
12. Noted.
13. Completed.
14. Ongoing. Margaret mentioned that she had seen the back stairs used for lift phobic visitors during normal opening hours. Mike confirmed that this is against the rules of our public liability insurance. Sharon will send out a reminder about the use of the stairs to the volunteers
15. Completed
16. Completed
17. Ongoing.
18. Completed
19. Ongoing.
20. Completed. Sue will lay the wreath this year.
21. Ongoing

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update

Cheryl confirmed that the Trinity Fair will go ahead next year on 10th June. Mike mentioned that as well as the Museum being open he would like there to be a Museum stall focusing on the history of the Trinity Fair and with volunteers in costume. Mike will speak to Roger about possible sponsorship to cover this.

Cheryl mentioned the anti-social behaviour happening in Webster's Way Car Park and some ways being looked at to deal with it.

Cheryl confirmed that the Crown Hill toilets will remain in place

Events (Sue)

Children's Victorian quiz now available which will replace the medieval quiz whilst the Victorian exhibition is on.

David Williams has a number of topics for talks so he will be approached to do 2 next year some months apart.

Schools Liaison (Margaret)

Downhall School would like to put on a small exhibition with a model of the Mount & Castle possibly during the October half term. Schools Liaison & Events subcommittees will discuss the logistics as Events have planned for the Home Front exhibition to be on at that time.

Volunteers (Margaret)

Further meetings of the subcommittee need to be arranged as does an all volunteers meeting.

Coach Trips (Roger)

Beccles & Somerleyton Hall trip a success.

Tickets already selling well for Walmer Castle & Deal in October.

Margaret asked if Ironbridge could be an option for a trip but following discussion it was felt that the distance was too far.

Marketing (Roger)

Hoping for calendar to be printed mid-August so it can start to be sold early September. 250 being printed. Feathering Your Nest, Squires & Rayleigh Vison have all offered to sell copies. Cheryl mentioned that it could be possible to advertise the calendar in bus stops. She will advise.

2 new print runs of Christmas cards planned for this year to add to the stock of unsold ones from last year. One will be a reissue the railway picture by Spencer & the other will be a completely new one of the painting by Ken Taylor of the Museum building.

Building Survey (Mike on behalf of David)

No additional comments or questions.

Finance (Mike on behalf of David)

Covered under AOB.

Data Protection (Mike on behalf of David)

A number of changes to the DPA planned for 2018.

Health & Safety (Mike on behalf of David)

No additional comments or questions.

Historical Society (Mike on behalf of David)

On hold for the time being.

Development (Viv)

Useful meeting this week with the Collections Trust & the Essex Records Office.

Retail (Viv)

No additional comments or questions.

Research (Viv)

Subcommittee could do with another member. Gemma volunteered to join.

Maintenance & Utilities (Terry)

No additional comments or questions.

Acquisitions (Mike)

Discussions still being undertaken with the National Trust regarding the castle timbers.

Echo Archives (Mike)

No additional comments or questions.

Friends Administration (Mike)

Membership now at 600

Hire (Mike)

New leaflet and other information should be available for the next MG meeting when a presentation will be given to the MG.

Press (Mike)

Sheila has stepped down from the Press role and will no longer be attending MG meetings. Mike will undertake the role for the time being but hopes to have a replacement sorted out shortly.

Diary

No actions required

A.O.B

Mike referred to the details of budgets and income previously circulated. All figures are reviewed monthly by the Finance subcommittee and are subject to change. Any queries regarding the budget for a specific area should be raised with Mike separately.

Linda queried some figures quoted for the Friends Group and Mike requested that she contact Karen for clarification.

Gemma mentioned that there is an app called HOOPS which she is advertising the Victorian exhibition and other events on.

Mike advised that the Museum has now joined the Small Charities Coalition

Date of Next Meeting

Thursday August 31st at 7.15 for 7.30 pm

ACTIONS

1. **Terry** to send details of possible key safes to Alan for consideration
2. **Sharon** to send out note to volunteers regarding use of stairs.
3. **Mike** to speak with Roger regarding the Trinity Fair sponsorship for 2018
4. **Schools Liaison & Events** to discuss logistics for exhibitions during October half term
5. **Volunteers Subcommittee** to schedule a meeting
6. **Linda** to contact Karen regarding financial figures for Friends group.