

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 30th July 2020

Held by Zoom with Terry Jobson hosting

Present on line – Mike Davies (C), Sue Smith, Gemma Smith, Terry Joyce, Linda Davison(S), Viv Irvine, David Pymmer. Thank you to Terry Jobson for hosting this meeting.

Apologies –Roger Alluid, Sheila Chambers, Karen Vassallo, Mick Kay, Cheryl Roe

Mike gave welfare report

Written reports for June - have been distributed

Matters Arising – 1,2,8,9. completed

3,4,5,6,7. ongoing

Sub committee updates – verbal and written updates given

Acquisitions	Meeting with the Sweyne Choral Society to discuss donation of group archives. Ongoing discussions with the Evangelical Church re the further donation of some Peculiar People archives.
BUMS	New motor installed in lift. Structural engineer to survey death watch £400 +VAT. Damp test and reports to follow.
Coach Trips	Tutankhamun April 2020 – we are still waiting to hear from Kirbys. September trip to Southwold and Bedfield Hall now moved to 27 th April 2021. Taking names but no payments as yet.
Commercial Hire, Sponsorship and Newsletter	We have received 2 approaches for hire of the Museum (a baby group and a choir) neither of which meet our requirements. Roger dealing with ongoing sponsorship and newsletter advertising issues. Delay in July newsletter due to various “Covid” issues.
Data Protection	Slight delay in the production of Mick’s “track and Trace” paper, due to his recent illness.
Development	If volunteers Ok with it, would like to start accessioning again in September. I’ll send email out to them if this ok with Covid SC Nothing else to report
DVD 2020	Work ongoing. Still on schedule for publication before end of the year.
Echo Archives	Eddie Dray is investigating all the 1960’s Rayleigh Review papers from storage.
Events	Looked into the Heritage Open Days virtual event. The theme this year is ‘Hidden Nature’. Don’t really think there is much the Museum can contribute to this. Gemma has obtained 4 free relevant DVD’s for use in the Museum.

Finance	<p>Scrutiny of accounts completed and no problems. Will be sent to the Charity Commissioners along with reports.</p> <p>Initial work undertaken on new Budget for 2020/21 clearly shows significantly reduced income, to be offset by Covid monies.</p> <p>£5000 grant received from ECC towards cost of repairs to 6 windows.</p> <p>Gift Aid claim will be started next week.</p> <p>Bank details given.</p>
Friends Administration	Membership stands at 593 with further reminders to be sent with July newsletter
Publicity	<p>More articles in the Echo, with more to follow.</p> <p>Mike has been asked to write an article for the Aug Rayleigh Vision magazine. Also, later, on Covid and RTM future opening.</p>
Research	Any queries by Facebook etc Terry & I have been dealing with. May be more research needed on some of topics & pictures that have appeared on Rayleigh as it was.
Retail	<p>Would like to get Sum up 3G & printer card reader, currently on offer at £129 instead of £169 but only till 31st August.</p> <p>No other item needed as this has built in Sim. 1.69% payment to them for transactions. No other costs.</p> <p>Table top cabinet, cost £99 + VAT – will need to be delivered to Museum so need days we could arrange delivery. Terry has measured cabinet and it will fit.</p>
Volunteers	Survey gone out to all volunteers regarding re opening of RTM.
Cheryl Roe RTC / RDC	No actions to report
Chairman's Actions	<p>Organized Geoffrey Negus birthday floral tribute.</p> <p>Miss Warner issue fully resolved.</p> <p>Covid working party progressing procedures ahead of provisional reopening in October.</p> <p>Meeting new British Rail Partnership Officer next week re waiting rooms and photographs.</p>

Covid-19 Museum –

- Wednesday afternoon meetings
- Meeting notes are on the RTM website ready to view
- Window refurbishment – second quote requested
- Covid-19 photographic record for future exhibition
- Covid re opening plan being drafted and will go to the MG and Trustees
- Soft re opening plan is Friday 2nd October 2020
- Survey sent out to all volunteers

Communications – further discussion took place. All be aware of the use of BCC.

Museum Diary –Actions required noted

Volunteers Hours Worked – 652

A.O.B.

- David will send out his Admin paper next week ahead of discussion at August MG
- UK Parliament week in November David sent for information pack
- Linda asked that we record our thanks to Terry Jobson for his help with post and banking over the past few months
- Viv mentioned RDC advertising Woodland Walks
- Retail would like new photos for website prior to re-opening
- Museum is local TIC point – additional items to go for website
- Vacant RTC Town Clerk role now advertised
- Friends SC will be reviewing membership fee for those not receiving newsletter electronically.
- Concerns expressed re excessive workload especially with Covid awareness

Date of the next Meeting – Thursday 27th August 2020 – by Zoom – 7.15pm for 7.30pm

ACTIONS

1. Terry – to update Viv and Sue on OEF
2. Mike – to ask Cheryl re stall in the High Street Wed/Sat
3. Terry – boiler service to arrange
4. All – any articles for the October newsletter asap.
5. BUMs / Finance SC – to look at Utility Warehouse change of tariff
6. Covid SC – to let Retail know about card readers
7. Viv – order two cabinets ready for Retail and /or display
8. All – return Volunteer survey on Covid asap
9. All – send any comments re communication / email to Mike
10. Linda – send out up to date SC list
11. Mike – order Remembrance wreath (if event taking place)
12. Terry – LOLER inspection
13. Terry – to ask Alan C to speak to Roy F. re insurances
14. Linda – Agenda item for August on Admin paper
15. All – when Admin paper received from David – comments to be made ahead of MG meeting and to be copied to all MG
16. Mike – to speak to Cheryl re Woodland Walk leaflets