

# Rayleigh Town Museum Management Group Meeting Minutes

## 30<sup>th</sup> June 2016

### Attendees

Mike Davies, Sharon Davies, Cheryl Roe, Sue Smith, Roger Aillud, David Pymer & Margaret Johnstone

### Apologies

Mick Kay, Karen Vassallo Viv Irvine, Gemma Smith, Alan Davison, Linda Davison, Spencer Welsh & Terry Joyce.

### Minutes of Last Meeting, Matters Arising, Monthly Reports, Actions Outstanding & Subcommittee Updates

Minutes agreed.

### Actions – Additional information

Mike requested that in future the minutes note the numbers and status of the actions from the last meeting.

1. Completed
2. Completed
3. Completed
4. We are signed up for Mail Chimp.
5. Completed
6. Ongoing
7. Actioned and ongoing
8. Ongoing
9. No volunteers
10. Outstanding – All need to advise Roger of specific content they would like to be included/advertised in the flyers to be distributed in M&S Newspapers sold in the shop
11. Ongoing – see AOB
12. Completed
13. Ongoing
14. Completed
15. Ongoing
16. See AOB
17. Completed

### Reports – Additional Information

#### Margaret

After speaking to the relevant authorities regarding DBS checks it was confirmed that as there is no regular 1 to 1 contact by any individual with a child there is no situation where it would be considered necessary for any Museum volunteers to be DBS checked.

#### Roger

Christmas cards about to go to print.

Benefactors' board – waiting for confirmation of payment from M&S. Once payment received the board can then be updated.

It was mentioned that for some recipients attachments to emails from Roger are received as zip files and cannot therefore always be opened. Mike suggested that anyone with such a problem speak to Terry to see if he can advise and if not then consider seeking advice from Rayleigh IT Solutions in Hambro Hill as the company that the Museum uses for computer matters.

#### David

More dates to be agreed by the Development Subcommittee for showing of Somme DVD.

We have been lent a 303 rifle that was used at the Somme to be part of the exhibition.

High level Development Plan produced. David will circulate to all the Management Group (and Cheryl) for consideration and discussion at a special meeting on 2<sup>nd</sup> August at 7.30pm. If not able to attend this meeting comments can be provided in writing.

#### Mike on behalf of Alan & Linda

Friends membership renewals have taken up more time than was ever envisaged. However at present renewals are 610 against an original figure of 706. Mike will in due course be contacting those who have not renewed to see if there is any specific reason they have for this.

#### Sue

Key safe and noticeboard have been purchased.

Attended Wild Woods Day on behalf of the Windmill and was able to hand out Museum leaflets as well. Positive responses received from those who took them.

#### Sharon

Mugs with Museum logo and pencil drawing of the building (as seen on the rulers) have been ordered and will soon be available to sell.

Volunteers rota just been sent out looking for Duty Supervisors & key holders to fill in the August dates and times.

Logo clothing about to be ordered for those that wanted to buy it. Items can be ordered subsequently should anyone decide later that they would like to purchase something.

#### Mike on behalf of Terry

Laptops & camera have now been purchased.

#### Mike on behalf of Karen

All expenses claims up to the 30<sup>th</sup> June 2016 should be submitted and processed as a matter of urgency.

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

##### Red Carpet

Mike advised (confirmed by Cheryl) that it will not be possible to paint the ground area red. However coloured bricks/slabs/green paint may be acceptable.

Margaret advised that she had seen details of a possible waterproof carpet which would not need to be brought in during wet weather. Mike requested that Margaret forward the details of the carpet to the Development Subcommittee.

Roger mentioned the fact that some of the bricks in the area concerned are in need of repair and may become hazard to the public.

Mike requested that the Development Subcommittee investigate repair and colour options for the area.

### Pizza Express Discount for Friends Group

Roger confirmed that Pizza Express have agreed to offer a discount to Friend members of 20% for food any time from Monday to Thursday. Only 1 person in a group needs to be a Friends member to obtain the discount but a current membership card must be produced at the time.

### Regal Projector

Mike advised that the Regal projector is nearly complete and hopefully will be available to be placed in the Museum in 3-4 weeks.

### Donations to Schools and suchlike

At Mike's request David has drafted a policy statement regarding donations to groups such as school for fetes etc. In essence this is 'no' but each case will be considered on its merits.

David will circulate the policy to everyone.

If advertising within a school fete programme for a small fee is suggested as a form of donation it was agreed that this would be a good idea to follow up.

### Busy/Not Busy Times

Slackest time for the Museum at present is Sunday morning. Mike requested that the Development Subcommittee look at ideas to increase footfall at this time e.g. films or talks. Any other suggestions to Mike please.

### Income Streams

Roger felt that the Museum should be proactive about hiring out the venue to businesses/groups for meetings/conferences as it was the only venue in Rayleigh to be able to offer projector/screen/sound facilities. A proper plan would be needed to take this forward to ensure everything covered adequately such as what exactly can be offered and when (e.g. could lunch at somewhere such as the Spreadeagle be part of the offer, the transportation and storage of chairs & tables and suchlike). The Development Subcommittee will discuss further.

### Top 3 Priorities

Mike has just circulated a list consolidated from everyone's responses. He would like everyone to look at this list and pick 3 priorities from it and advise him of their choice.

### Stickers

Mike & Sharon advised that they had a large number of 'I Love Rayleigh' car stickers which were originally purchased by RTTLG and as these were just stored in their loft they felt it would be a good idea to give them out free in the Museum. This was agreed by the meeting attendees and Sharon will add them to the revolving leaflet stand.

### Holiday

Mike reminded everyone that he and Sharon will be on holiday for the next meeting so David will be in the Chair and someone will also be needed to take the minutes.

## **ACTIONS**

1. Development/Friends/Volunteers subcommittees to advise Roger of any specific events/information that they would like to be included in the A5 flyers to be given out with the newspapers being sold in M&S. Detailed wording required please.
2. David to circulate the Development Plan and all to read and be ready to discuss it at the special meeting on 2<sup>nd</sup> August.
3. Duty Supervisors/Key holders/Stewards to advise Sharon of availability for August rota.
4. All to submit expenses claims up to 30<sup>th</sup> June as a matter of urgency if not already done so.
5. Margaret to send link to details about waterproof carpet to the Development Subcommittee members
6. Development Subcommittee to consider and discuss options for repairs/slabs/colour/bricks for external area by Museum entrance.
7. David to circulate the 'donations policy' to all.
8. All to consider and advise to Mike of any additional suggestions for increasing footfall on Sunday mornings.
9. Development Subcommittee to discuss and decide details to enable proactive advertising of the facilities available for hire to businesses/groups.
10. All to pick 3 priorities from the consolidated list circulated by Mike and advise him of their choices.
11. Sharon to add car stickers to leaflet stand.