

# Rayleigh Town Museum Management Group Meeting Minutes

## 28<sup>th</sup> June 2018

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Terry Joyce & Linda Davison

### Apologies

Roger Aillud, Karen Vassallo, Mick Kay, Cheryl Roe & David Pymmer

### Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Linda & seconded by Terry.

### Actions & Additional information

1. Completed
2. Completed
3. Completed
4. Completed
5. Completed
6. Completed
7. Completed
8. Completed
9. Completed
10. Completed

### Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update (Mike read out an email from Cheryl with the following details

Beacon - This is undergoing a service and should be working in time for 11th November

Rayleigh Sign - This has been repainted and I think you will agree looks very good.

Flower Bed Sign - Also replaced

Anglia in Bloom judging day - 20th July and some of the working party are already out weeding hoping to keep our Gold

Toilets - Still expected 1st July delivery. Opening date to be confirmed.

KGV - Heritage plaque now in situ at the Eastwood Road entrance

Trinity Fair will go ahead again next year on Sunday 9th June 2019.

### Events (Sue)

Sue & Gemma advised that last Cubs visit was awful with poor behaviour by the children and lack of supervision and care by the adults accompanying them. Following discussion it was agreed that the adults attending with children's groups should be advised in advance that they are responsible for the behaviour and care of the children whilst visiting. It was also agreed that larger groups should be charged more per head for a visit.

Sue advised that she had been contacted by a Tudor re-enactment group (Merrie Folk) about the possibility of giving a talk or some form of re-enactment at the Museum. It was agreed that a talk in 2019 would be good and depending on exactly what was offered a re-enactment might also be possible. Sue will discuss further with the group.

Any ideas/suggestion/requests for talks/exhibitions in 2019 please advise Sue.

Sue asked if anyone had any sage, parsley or thyme in their gardens which could be used for the medieval exhibition. Linda & Viv offered to provide between them.

#### Volunteers (Sharon)

Mike mentioned that the DS sessions during July when there are a number of holidays had been covered thanks to Derek (7 sessions) and Peter C (4 sessions). In addition Viv was covering 9 sessions.

#### Coach Trips (Linda on behalf of Roger)

3<sup>rd</sup> July trip down to 46 due to cancellations for health reasons

#### Development (Viv)

No additional comments or questions

#### Retail (Viv)

No additional comments or questions

#### Research (Viv)

No additional comments or questions

#### Acquisitions (Mike)

No additional comments or questions

#### Building/Utilities/Maintenance/Safety/IT (Mike)

No additional comments or questions

#### Data Protection (Mike)

No additional comments or questions

#### Finance/Budgets/Grants (Mike)

Bank account balances advised by Viv.

#### Echo Archives (Mike)

Some visitors on Wednesday morning came in specifically to view the Southend United Echo Archives pictures following the article in the Echo earlier in the week. *Post meeting note – further visitors for this on Friday and Saturday.*

#### Friends Administration (Mike)

38 applications (50 people due to family groups) not renewed. Initial chaser to be sent out followed by phone calls. If not renewed by August these names will be removed from the Friends database.

### Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

The Newsletter will from October be 12 pages. A new printer has been found at a much reduced rate. This together with the additional advertising income gained from having the extra pages means that the newsletter costs of approximately £1000 per year will reduce to virtually zero thus providing further income for the Museum.

### Press (Mike)

No additional comments or questions

### Schools Liaison (Mike)

No additional comments or questions

### **Diary**

Upcoming diary items all in hand.

Terry will investigate the cost of the Defibrillator replacement battery

### **Finance**

Covered in Subcommittee report above.

### **Museum Policy and Strategic Review Update**

Email from David with information as follows.

The Trustees of RTM have approved the production of the Policy Document requirements. In terms of timescale, the exercise is expected to take 6 - 9 months to complete. It has been agreed that three signatories (Mike Davies, David Pymer and Terry Joyce) will be required for the individual documents to reach issue status. Each document will be produced in draft form by David Pymer, in direct consultation with each individual sub-committee, to a set format and, after approval and signing off will be made available on the Museum computer system and, if appropriate, the Museum website.

A Commissioning Document will be prepared as the authority for the project, and individual policies will be held in the following format:-

1. Name of Policy
2. Scope
3. Relevant Official Regulations to which the policy complies.
4. The Policy
5. Relevant responsible sub-committee.
6. Date of Issue/ Amendment.
7. Museum Reference.

Each document will have a covering authority form, to be devised, which will contain document status (draft or issue) and relevant signatories.

### **Cleaning**

Following discussion it was agreed that this is a difficult area as some volunteer stewards do a lot of the cleaning whilst other do none. However those who do none may help out more in other areas.

Sharon mentioned that as everyone is a volunteer who can walk away and we cannot afford to lose anyone at present it may be necessary to accept the '80%' some may do as stewards as opposed to the '100%' that others do.

All agreed that there is no real solution and that everyone will continue to do as much as they can and try to enlist help from others whenever possible.

Viv mentioned that it is frustrating that some stewards do not advise anyone when cleaning and other items are running out or used up. Linda suggested that a 'shopping list' where items needed could be ticked off may be helpful. Viv will work something out along these lines.

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

Sharon reminded everyone that her & Mike will be on holiday from 5<sup>th</sup> to 20<sup>th</sup> July. To avoid anyone else having to do it she will still deal with the MG paperwork for the July meeting but this means that it will not be issued until a couple of days beforehand. It was requested that all hours and reports are sent in to her/Mike using the normal timescales of 7 days in advance of the meeting so that they are ready for her upon return.

Sharon asked Gemma whether the archive material she wanted was just physical items (e.g. posters) or electronic items as well as she had a number of past posters on her PC. Gemma confirmed that electronic items are wanted as well. Sharon also asked if Gemma could send out an email to everyone advising exactly what items she wanted/did not want so that everyone was clear on what to send/give to her for archiving.

Terry advised that there was a storage facility in Rayleigh that he will ascertain more information to see if it could be of use to the Museum.

Terry advised that he had met a local inventor (bottle shower for use in 3<sup>rd</sup> World countries and after disasters) at the Town Meeting. He thought that this should be of interest to the Museum and also would make a good article for the Newsletter. Terry will invite the inventor to the Museum to discuss further. Mike said that he would also like to be at that meeting.

Sue advised that she had recently bought some Sea Life Centre tickets at a reduced rate in a shop in Rayleigh and was advised that the difference between the original ticket price and the price she paid would be donated to Edward Francis School under a type of community charity scheme. Sue will find out more information to see if the Museum could become a beneficiary under this scheme.

Mike advised that John Bladon will be visiting the Museum for a 'catch up' meeting in August.

Mike advised that he had recently received personal renewal information for the Friends of Historic Essex and he felt that the Museum should be a member of this group. Sharon mentioned that her impression was that the membership was for individuals not groups but this is not clear from the paperwork.

Mike advised that with the considerable work load on everyone Museum priorities need to be looked at afresh. These will be reviewed once the recommendations of the Strategic Review Committee are known.

Mike advised that he had purchased the 2<sup>nd</sup> waste bin for recyclables although this has limited the space behind Reception even more. It was agreed that the whole area needs reorganisation. Terry has some suggestions and he, together with a representative from Retail, will look into this further.

Mike advised that only Sue had replied to his email about possible public heritage walks around Town. He felt that this could be a potential income generator.

Mike advised that following a discussion with RTC he has asked Peter E and the 'railway team' to produce some words for a railway timeline that Abellio Greater Anglia will design and display on the station platform. This will need to be completed by the end of the year.

### **Date of Next Meeting**

Thursday 26<sup>th</sup> July 2018 at 7.15 for 7.30

### **ACTIONS**

1. **Sue** to contact 'Merrie Folk'
2. **ALL** to advise Sue of any suggestions for talks/exhibitions for 2019
3. **Terry** to investigate price of replacement battery for defibrillator
4. **Viv** to sort out 'shopping list'
5. **Gemma** to send out note giving details of archive material wanted/not wanted
6. **Terry** to find out more information about the Rayleigh storage facility
7. **Terry** to contact inventor
8. **Sue** to find out more information about the reduced price 'charity' Sea Life Centre tickets
9. **Terry & representative from Retail** to look at space issues behind Reception
10. **Terry** to set up meeting with local inventor.