

## Rayleigh Town Museum

### Management Group Minutes of Meeting Thursday 25<sup>th</sup> June 2020

#### Held by Zoom with Terry Jobson hosting

**Present on line** – Mike Davies (C), Sue Smith, Gemma Smith, Terry Joyce, Linda Davison(S) Karen Vassallo, Mick Kay, Cheryl Roe. Thank you to Terry Jobson for hosting this meeting.

**Apologies** – Roger Alluid, David Pymer, Viv Irvine, Sheila Chambers

**Written reports for May** - have been distributed

**Matters Arising** – none

**Sub committee updates** – verbal and written updates given

Acquisitions	No new acquisitions but continue to monitor e bay and Staceys
BUMS	Problems with A frames discussed. Bulbs in cabinets under review. Dealing with Death Watch Beetle and seeking expert advice. Need to then talk to Landlord. 'Rayleigh as it was' now has 7000 members and RTM involved. Documentation needed for electronic donations with reference to Research and Acquisitions SCs
Coach Trips	Tutankhamun April 2020 – we are still waiting to hear from Kirbys to see if they have had Saatchi ticket refund. September trip to Southwold and Bedfield Hall now cancelled and we hope to reschedule next year. Also thinking of cancelling December trip as there is so much uncertainty on the Covid issue. After discussion MG agreed with this and it will now be cancelled too.
Commercial Hire, Sponsorship and Newsletter	July newsletter on schedule. FYN no longer a sponsor. M& Co invoice from Commercial hire £49 still outstanding but their office does not reopen until next week.
Data Protection	Mick will send MG copy of advice on Trace and Track
Development	Nothing to report
DVD 2020	Work now restarted and Terry Joyce/Peter E/Trevor Rand sending photos to Chris Taylor. Hope to issue in October for Christmas retail.
Echo Archives	Peter E researched a number of negatives prior to them being passed over to Malcolm Brown and the Hadleigh archives. ALL newspaper binders now in storage (other than those out for research). Storage unit requires a complete overhaul when social distancing allows.
Events	The Heritage Open Days are going ahead this year and will run from 11th to 20th September. Registration opens on 24th June. More information including “activity examples” will also be published on this date. This may be something we could be involved with depending on the criteria.

Events cont/-	Talks, exhibitions and the quiz are all on hold for the moment.
Finance	£10,000 government Covid grant received, via RDC. Poss. Grant of £5,000 from ECC for windows/frames and double glazing. Poss. grant from Historic England re beams, thanks to intro from Mark F. Bank account details given. Cheque banking error at Bank under investigation.
Friends Administration	Membership now 561 with circa 73 non renewals to contact Friends SC tomorrow and decision will be made on how to contact the people. The Friends contribution to be transferred to the main account at start of next financial year 1 <sup>st</sup> July 2020.
Publicity	Derek F donated 15 current photos of Rayleigh (id the location) which are now in the "Mann's" corner Notice Board. Barclays flower bed sponsorship to be renewed. Regular articles in the Echo.
Research	Some of the volunteers have been helping with research at home so many thanks to Vilma, Glynis, Sandra, Derek & Barbara, plus to Tom who will be getting a project this week. I've been trying to help answer the many queries that have been on Rayleigh as it was. I understand that Peter Chubb has been monitoring it as well but I have not seen any of his 'notes' yet.
Retail	2 small sales via Facebook/ website. Waiting for confirmation that money has been received and if paid into bank yet. Looking at options for card reader. I have asked both Terrys to see which they think best, no answer yet from them. Any useful information welcomed. David Smith – 1988 Rayleigh Chronicles. Need answers re copyright before we can use.
Volunteers	Sandra keeps volunteers updated on a monthly basis. RRAVS have a large number of volunteers available should we need. Barbara and Derek Alison / Susan / Margaret t/ Peter E/Terry Joyce all have newspaper binders/ Museum general papers/ for research.
Cheryl Roe RTC / RDC	Christmas Lights switch on and Firework display cancelled. Remembrance Day is still under discussion. More stalls in the Market now and the town and the queues are being monitored by Environmental Health. Plans for Mill Hall cannot be detailed as yet but we can assured that we 'will not be disappointed'.

Chairman's Actions	<p>Held a Zoom meeting with the new Essex MDO (Beth Wilkey) who may be able to help in a number of ways. Contacted a number of sponsors to update them on Museum during Covid (Mark Stacey/Bradley Adams/ Martin Hodson/ Russ Best)</p> <p>2 conversations with Mark F re Museum during Covid. I am working with Terry Joyce on a "Virtual tour of the Museum" and an "object of the week "for our social media outlets.</p> <p>Covid WP held 4 meetings to discussion requirements ahead of reopening.</p>
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**Update from Trustees meeting** held on the 24<sup>th</sup> June was given.

**Covid-19 Museum** - Covid WP looking at our Museum priorities ready for reopening. Alan C is Chair of this committee and four meetings have been held so far with minutes on the admin pages of the RTM website. Looking to reopen October 2020 but closely monitoring Government guidelines.

**Communications** – Mike referred to his e mail previously sent to all members emphasising the need to improve / balance emails for effective communication.

**Museum Diary** –Discussed. Boiler service is outstanding because of Covid.

Fire Equipment – awaiting quote for annual check and service

**Volunteers Hours Worked** – 556

**A.O.B.**

- Miss Warner letter – no reply as yet
- Peter E working on long term project of the retail units in Rayleigh High Street.
- Electronic form for objects. OEF to be investigated
- Lift – slight oil leak on motor of lift – according to last service engineer this could be an installation problem and letter to go to Invalifts.
- RTM Constitution may need updating. Trustees to agree any changes.
- Viv will no longer be able to purchase all the cleaning materials needed for the Museum – volunteer needed please. (Sue offered to do this – thank you)
- Viv is doing a stationery order to Staples – if anyone needs anything.

**Date of the next Meeting** – Thursday 30<sup>th</sup> July 2020 – by Zoom – 7.15pm for 7.30pm

## **ACTIONS**

1. Terry Joyce – with Peter C monitoring for OEF.
2. Terry – information to Events SC on negatives for future exhibitions
3. Events SC – Heritage Open Days – Stall in High Street on the two weekends 12/13 and 19/20 September.
4. Mick – Track and Trace information to all MG

5. All – Mike will step down as Chairman of the Trustees in November. Looking for nominations – proposed and seconded – to Mike by the end of August.
6. Terry – to investigate setting up RTM email addresses for those who currently do not have this facility.
7. All - to further consider how we receive e mails
8. Linda – to adjust Diary for changed actions
9. Terry – Diary actions outstanding