

Rayleigh Town Museum Management Group Meeting Minutes

29th March 2018

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Linda Davison, Cheryl Roe, Roger Aillud & Terry Joyce.

Apologies

Mick Kay, Karen Vassallo, Viv Irvine, David Pymmer

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Roger & seconded by Sue.

Actions & Additional information

1. Completed
2. Completed
3. Outstanding
4. Completed
5. Completed
6. Completed
7. Ongoing – meeting scheduled for next week

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update

Annual Town Meeting takes place on 25th April and the speaker is Mike Lodge

Hand knitted poppies are planned for Remembrance Day in November and these will be placed on the wall outside Holy Trinity Church.

Trinity Fair taking place on June 10th from 11 to 4. Main sponsors are Palmers & Pub Watch. Lights switch on confirmed for 29th November.

Events (Sue)

The 'You Are Hear audio-video kiosk' is due to be delivered to the Museum on Wednesday 4th April when instructions as to usage will also be advised. The kiosk will be in the Museum until June and will be located in the Regal Room. (The table with the smaller cash registers and castle info will be moved into the centre of the room so that the space is available for the kiosk there).

Registration is now open on the Heritage Open Days website and the Museum will be registered in the next week or so. This year the Heritage Open Days will be over 2 weekends from 6th to 16th September.

There is no talk planned for August so please advise the Events Sub of any suggestions for an alternative event for that month.

Mike mentioned that a Museum branded gazebo possibly paid for by a grant (to include part funding via Terry) or sponsorship is being considered by Roger so at present no further action needed on this by the Events Sub.

Volunteers (Sharon)

No additional comments or questions

Coach Trips (Roger)

Sue advised that she didn't have any dates for the Kirby's Newsletter to advise of RTM events. Roger will check the dates and send details to Sue.

Development (Mike on behalf of Viv)

No additional comments or questions

Research (Mike of behalf of Viv)

No additional comments or questions

Retail (Sharon & Linda on behalf of Viv)

A further book sale will be taking place over 2 weekends from 9th to 20th May. There are 5 boxes of books in storage which will be used so no further donations of books are being sought. Unsold books at the end of the sale will be donated to charity. (Unless new when they will be considered as possible raffle prizes). It is not planned to hold any more book sales in the foreseeable future.

Acquisitions (Mike)

There has been an offer of an ECKO radio which although made in Southend may have a Rayleigh connection regarding the wooden case. Mike has asked David to confirm the information before a decision is made whether to accept it.

Data Protection (Mike)

Covered under agenda item below.

Echo Archives (Mike)

No additional comments or questions

Friends Administration (Mike)

Membership now 696.

Renewal membership cards etc. all ready to be sent out at the beginning of May. First letter/email to Friends members regarding GDPR and consent to receive communications is being sent out early April

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

LOLER testing for the lift now set up for this year (2 tests annually). Mike mentioned that he had noticed that Mark One Hire also do LOLER testing so may be considered for next year. Roger will bear this in mind with a view to possible sponsorship by Mark One.

Finance/Budgets/Grants (Mike)

Mike advised the bank account balances on behalf of Viv.

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

Confirmed that a Hire Launch event will not now take place. Bookings already being received so not felt needed after all.

April Newsletter with printers and will be available after Easter weekend.

New signage and sponsors board now in place in the downstairs lobby. A small bit of additional signage needs to be placed on the lift door downstairs and this will be done on 5th April. It was also agreed that the 'Way Out' sign on the lift door upstairs & the 'No Exit' sign on the back door should also be replaced to ensure uniformity of design throughout. Roger will arrange. *Post meeting note – back door 'No Exit' will be replaced with 'Emergency Exit Only'*

Press (Mike)

Press officer still needed. Terry suggested that this could be advertised for on Facebook. Sharon will send Terry the details of the RRAVS advert for him to use the wording/criteria as necessary.

Schools Liaison (Mike)

No additional comments or questions

Diary

Upcoming diary items all in hand.

LOLER testing & Fundraising Regulator renewal to be added.

New Data Protection Regulations

Friends' application form, renewal form have been updated to allow for the new GDPR regulations.

Letters/email being sent out as referred to above in the Friends Sub update.

Verbal consent form will also be available for completion by Stewards when members come in to advise. These will be stored in the safe and Mike will monitor.

Sharon & Terry asked if updated forms could be emailed to the Museum PC to ensure that the updated version is used for printing and the website. Linda will ask Peter E to send them.

A.O.B

Sharon asked for a decision regarding opening on the 2 Bank Holiday Mondays in May.

Following discussion it was agreed that the Museum would definitely open on Monday 28th May but Monday 7th would only be considered if the Windmill was also open. Mike will ask Trevor about this. *Post meeting note – Trevor has advised that the Windmill will not be open on 7th but will be open on 28th May. Therefore it is confirmed that the Museum will only open additionally on Monday 28th May.*

Mike advised that the Sweyne student had now finished her stint of helping out at the Museum and had advised that she had thoroughly enjoyed it. One of the main things she had done at Terry's request was review the website and social media. Terry had discussed the review with her and will in due course be implementing some of her suggestions.

Mike advised that thanks to Terry & Ray Pattman the Progress Road storage area had been tidied up and made more accessible. A full audit is still needed. Terry advised that this cannot be undertaken until some unnecessary items were removed to make some space to work in. Mike said it is possible that some additional storage may be available with Palmers.

Mike advised that the Dutch Cottage model should be ready in June.

Mike mentioned that the latest copy of the Rayleigh Business Guide had a 2 page article in it about the windmill. He thought it would be a good idea to get something in the next edition about the Museum. Roger will progress this.

Mike advised that he will shortly be meeting with Chris Taylor to make some progress with the new Rayleigh DVD.

Date of Next Meeting

Thursday 26th April 2018 at 7.15 for 7.30

ACTIONS

1. **Viv** – outstanding action no. 3 from February – to email the MG & Trustees for details of research being undertaken
2. **ALL** to advise the Events Sub of any suggestions for an August 'non talk' event.
3. **Roger** to send Sue dates for Kirby's Newsletter.
4. **Roger** to arrange additional signage of 'Way Out' & 'Emergency Exit Only'.
5. **Sharon** to send Terry details of the Press Officer advert.
6. **Linda** to ask Peter E to send the updated Friends forms to the Museum PC
7. **Roger** to progress the article for the Rayleigh Business Guide