

Rayleigh Town Museum Management Group Meeting Minutes

31st May 2018

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Cheryl Roe, Viv Irvine, David Pymer, Terry Joyce Karen Vassallo & Mick Kay

Apologies

Linda Davison, Roger Aillud

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by David & seconded by Sue.

Actions & Additional information

1. Completed
2. Completed
3. Completed - Curatorial Adviser requirements - 'To provide professional assistance to the Project, in terms of support and advice in respect of all aspects of Museum administration. It is expected that the incumbent will have direct and recent knowledge of managing a Museum and its contents, and will have relevant professional and academic qualifications, to support this appointment'.

It was agreed that this is aspirational and that it may not be possible to find an applicant who fits all the criteria.

4. Completed
5. Completed

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update (Cheryl)

New toilets due to be delivered 1st July.

Trinity Fair plans all in hand.

The Barclays Bank flowerbed sponsored by RTM has now been weeded. The replacement sponsorship sign should be received within a few days.

Mike also advised that the new directional sign for this flowerbed is being manufactured at the moment and should be in place shortly.

Judging day for Rayleigh in Bloom is 20th July.

Events (Sue)

3 private visits taking place in June.

12th June - Rayleigh Baptist Men's group.

20th June - 1st Hawkwell Cubs

26th June - Salvation Army Guides

Sue will draft a note to be sent out seeking volunteers to help, not only with these events but also to be willing to be contacted for help with future private visits

If anyone has any suggestion of a theme for the marathon round for the August Quiz & Nibbles event please let Sue know

Mike advised that the Museum gazebo needs to be set up for the Trinity Fair at 8am. Terry offered to help Mike with this. *(Post meeting note - set up time is 9am)*

Volunteers (Sharon)

Sharon mentioned that, as with May, the June rota has a number of sessions where only 2 volunteers are available.

Coach Trips (Sharon on behalf of Roger)

No additional comments or questions

Development (Viv)

No additional comments or questions

Research (Viv)

Viv will send out a chaser email to those who have not responded regarding research being undertaken (nil returns also required).

Retail (Viv)

No additional comments or questions

Acquisitions (Mike)

No additional comments or questions

Data Protection (Mike)

Mike advised that only 17 members of the Friends group have not responded to the request for opt in consent under GDPR. Providing these members have renewed contact will be maintained by using the 'legitimate interest' rule.

As mentioned in the monthly update cyber security policies are now being worked on.

Echo Archives (Mike)

No additional comments or questions

Friends Administration (Mike)

No additional comments or questions

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

No additional comments or questions

Finance/Budgets/Grants (Mike)

Bank account balances advised by Viv.

Karen reminded everyone that the end of financial year is 30th June so all expenses claims and invoices should be submitted by the next MG meeting (28th June) at the latest. Mike will chase up any supplier/contractor invoices outstanding.

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

The new Museum gazebo has been delivered and it is planned to use it for the first time at the Edward Francis School event on Tuesday 5th June.

Press (Mike)

No additional comments or questions

Schools Liaison (Mike)

No additional comments or questions

Diary

Upcoming diary items all in hand.

Mike will send June rent request to RTC.

Sue will email Roger the event details for the July Newsletter.

GDPR

Covered in Subcommittee report above.

Strategic Review

Nothing further to add to the report provided with the agenda.

Safety & Security of Museum Stewards.

Safety of stewards and also visitors is of paramount importance. Mike advised that a specific policy and advice document outlining action to be taken in the event of a problem will be written and made available to all stewards shortly.

Policy & Documentation

Mike advised that each subcommittee should work on a policy and liaise with David who will ensure uniformity of style, referencing and that everything has been covered as required.

This is expected to take some months so for that time David will step down from both the Events & Development subcommittees to give him time to concentrate on this.

David advised that there will be a separate referencing system for the policy documentation.

Mike asked David to provide some detailed information regarding the proposed Historical Society (what does it add to RTM, what is different to that being offered at present etc.). He and a number of the MG were concerned that the society would duplicate existing events (e.g. talks), be outside the remit of RTM for local history, and require additional commitment from volunteers already working at full capacity.

Footfall

Mike advised that he will in future be providing a more detailed breakdown of visitor figures to the MG & Trustees each month.

A.O.B

Terry advised that the ERO wanted to collect the kiosk on Friday 20th July. Viv, Sue & Sharon all mentioned that it was originally planned to be removed in June as stated on the ERO poster and that this would need to happen because of the Speedway exhibition space requirements. Terry will check back with the ERO.

Mike advised that we were members of the Heritage Education Group via ERO/SHARE but our membership had lapsed. He has renewed the details and would like a volunteer to attend the meetings where possible.

Mike mentioned that British Legion 'Tommy' silhouettes are available free to certain groups. Viv has investigated and advised that it is the seated version that can be applied for (maximum of 12 for any group). The Development Sub will look at further and decide whether to progress

Mike advised that Alan Clark has offered to investigate 'crowdfunding' as a possible way of funding replacement windows.

Mike confirmed that following some volunteer feedback a double waste bin is required so that recyclable/non-recyclable items can be separated. The Development Sub will decide on the best option from those available after considering space & cost.

Mike advised that there had been an applicant via RRAVS for the Press Officer but so far this person has not responded to emails or phone calls.

Mike asked for suggestions as to a team to sort out/catalogue the storage facility.

Mike confirmed that our Visit Essex membership has not been renewed as it was felt that it did not provide good value for money.

Date of Next Meeting

Thursday 28th June 2018 at 7.15 for 7.30

ACTIONS

1. **Sue** to draft request for volunteers for private visits
2. **ALL** – please advise Sue of any suggestions for a theme for the marathon round of the August quiz
3. **Viv** to send out a chaser email regarding research being undertaken
4. **ALL** – current expense claims must be submitted no later than 28th June
5. **Mike** to chase up any outstanding supplier/contractor invoices to ensure that they are submitted by the end of the financial year on 30th June
6. **Mike** to send June rent request to RTC
7. **Sue** to send Roger event details for the July newsletter
8. **Terry** to check with the ERO regarding the date for removal of the Kiosk.
9. **Development Sub** to look at and make decision about 'Tommy' Silhouettes
10. **Development Sub** to sort out recyclable/non-recyclable bin.