

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 30th May 2019

Present – Cheryl Roe (Acting C), Terry Joyce, Viv Irvine., Sue Smith, Mick Kay, Linda Davison(S)

Apologies –Mike Davies, Roger Alluid, Karen Vassallo, Gemma Smith.

Before the meeting began Linda offered congratulations, on behalf of the MG, to Cheryl on her appointment as Deputy Leader of RDC.

Minutes of the last Meeting - were read and agreed

Matters Arising –

Actions from last meeting: - Completed 1,4,5,6,8,

Ongoing – 2,3,7

Sub committee updates – verbal updates given

Cheryl RTC/RDC	Trinity Fair – now all prepared. Rayleigh in Bloom ongoing. Anti-social behaviour police aware and ongoing. CCTV being investigated. Following elections RTC Chairman is now Cllr June Lumley, Vice Chair Cllr Bob Milne. RDC Chairman Cllr Robin Dray, Vice Chair Cllr Terry Cutmore. Leader of the Council Cllr Mike Steptoe and Deputy Leader Cllr Cheryl Roe.
Acquisitions	RTC wooden plaque, Magic Lantern Slide (Peculiar Chapel), Deeds of Wyle Cop and property in Station Road, Louis Drive Residents Association papers (to be discussed at next meeting), Rayleigh Stadium Pony race programme, 2 Napkins from Crown Hotel, 1960's nuclear fallout DVD
BUMS	Tony Mace to join SC. Outside of building painted but gutter problem ongoing. New Cowling for chimney made and waiting to be installed. Incident with door lift – Terry has spoken to Invalidlifts and reported. Terry going on Lime Mortar Course.
Coach Trips	Henley on Thames and Mapledurham full. Coach trip for April 14th 2020 to Tutankhamun Ex. – only 7 seats left. Saville Gardens and Dorney Court will be advertised in the July Newsletter.
Commercial Hire and Sponsorship	Palmers (Basildon) breakfast meeting 11 th and 20 th June being finalised. Calendar 2020 work progressing – sponsorship to cover costs July newsletter ongoing
Data Protection	No News
Development	Dutch Cottage and NT timbers – ongoing. Accessioning – some postcard details now on computer. New Bow Window display done by student as part of her course work. Several volunteers attended Conservation Course Southend Museums. Aware now of need to purchase certain items to aid conservation.
DVD 2019	Ongoing

Echo Archives	No news
Events	Murder Mystery planned for August meeting. HODS registration is on 3 rd June. Consideration being given to changing the day of the monthly event talks from 2020 so that more volunteers are available to help with the event.
Finance	Budget on target. Bank statement details given. VAT refunds still being looked into. Gift Aid claim to be made soon. End of Financial year – all expenses to be in by end of June.
Friends Administration	Members 588 on renewal. Several outstanding renewals and Peter will now start chasing. Some donation money also received and now in Main account.
Research	Articles for WW1 and WW2 being typed up and also proof read
Retail	Sales quite slow at the moment and we are looking for new 'pocket money' purchases. Book sale went well but a decision has been made to not permit preview of goods in the future. There will also not be any credit facilities for any future book sales..
Strategic Review	On going
Volunteers	June rota nearly complete. Trinity Fair cover still needed for Gazebo. New volunteer starting on accessioning. Work experience student will be starting in July.
Publicity	On BBC Essex as part of feature on Rayleigh. Mike will be writing article for new free magazine for Rayleigh.
Chairman's Actions	3 Heritage walks in May. One due in June. Welcomed 25,000 th visitor to Museum. Mike and Sue will attend RTC Chairman's service in July. Can use RDC painting as one of our 2019 Christmas cards. Attended Chamber of Trade meeting giving Museum update. Attended Environment Meeting at RTC and gave update.

Museum Diary – All in hand or actioned. New entry required for May 2020- Fire Extinguishers

Volunteers Hours Worked – 1086

A.O.B.

- Mike collecting 'Glebe Tapestry' on June 10th from Holy Trinity Church.
- Next meeting of regional NT is on 6th June and Mike hopes to get an update on the delivery of the timbers.
- Greater Anglia have agreed to pay for and install a new notice board on the Rayleigh Station concourse.
- Chairman of RTC has expressed interest in Mike arranging a Heritage walk for the Town Councillors.
- Terry raised the issue over light levels in the Museum and the possible damage to artefacts.
- Mick has arranged a RTM Fundraising meal at the Tandoori Parlour in Benfleet. Date chosen Monday 30th September 2019. Cost £12.50 for the main course. Details need to go in the July

Newsletter. Ticket sales will be dealt with in the same way as the Monthly talks. Notify all volunteers asap.

- A reminder was given to us all of the charges applicable for RTM talks / walks / visits. The detailed list is at the side of the reception desk.

Date of the next Meeting - Thursday 27th June 2019 – 7.15pm for 7.30pm

ACTIONS

1. Viv – Volunteers for the Holy Trinity Christmas Tree Knitting - Article for Newsletter
2. Linda – Update Diary and Finance Diary re Fire Extinguisher replacements May 2020. (£110)
3. Terry – to email all DS re pulling blinds down at end of each session. (and reverse)
4. Linda – To discuss with Peter the action required on remaining membership cards still in Museum.
5. Cheryl – to collect Gazebo from storage with help from Ray P.
6. Viv – request permit for Donation Box at our Trinity Fair gazebo.
7. Mike – Request RTC rent cheque.
8. All – any expenses to be submitted before the end of June.
9. All – to make ourselves aware of the correct charges for all RTM bookings.
10. Mick – to finalise the Tandoori Parlour Meal and advise Mike of full details
11. Mike – to send email to all volunteers and arrange for Newsletter article on Item 10.