

RAYLEIGH TOWN MUSEUM MG MEETING

HELD ON 23RD NOVEMBER 2017

Attending

Mike, Sue, Viv, Cheryl, Terry, Roger, Karen, Mick, Gemma and Linda

Apologies

Sharon, David and Margaret

Minutes and action points from last meeting

Good response to Sharon's email regarding more volunteers to help with the accessioning. Those that came on the day enjoyed it and will return.

David's printed collection is ongoing

The Rayleigh Christmas Lights Switch on arrangements are all in hand

Hot water jug has been purchased and is in cabinet 5 together with a spare kettle

Minutes proposed by Roger and seconded by Linda

Sub Committee Updates

Cheryl advised that the Remembrance Day Service went well, the Rayleigh Lights Switch On is all in hand and parking is free all day on the Saturdays running up to Christmas. CCTV has been budgeted for and also 2 Special Constables. The Traders Link highlights any crime in Rayleigh.

Events – Sue advised raffle prizes and help still needed for the quiz. Also more tickets need to be sold.

Schools Liaison – Sue and Gemma reported back on the schools course at Braintree. A SL meeting will be held when Margaret returns.

Volunteers – 21 volunteers are going to the Christmas meal at Pizza Express. There have been a few problems with volunteers forgetting shifts lately. Contact details of volunteers are kept in the safe if we need to check any problems etc.

Coach Trips – Roger advised that Ottley Hall is still available to visit at present and we will be kept informed of any changes. All other trips are now booked at this year's prices.

Development – Next meeting of this sub to be arranged. Three new people turned up for the accessioning meeting and progress was made.

Research – the research sub need to appoint a chairman and secretary. They need to decide how to move forward with the Printed Collection compiled by Neil Gordon. The 5 folders of research by Neil needs proof reading. NB post meeting Gemma and Viv took the folders home to read through.

Retail – 98 of the 250 calendars have been sold to date in the museum, FYN has sold 4 and Squires have sold 10 making 116 in all. A review of the cards and calendars needs to take place before next years are produced. Some felt the border and "Greetings from Rayleigh" were not so popular and Sue mentioned the card was not easy to write on with a biro as the card is very shiny.

The Book Sale has been set up for the weekend. Some retail stock will be on sale at the quiz.

Acquisitions – still awaiting details of the timbers. Mike has purchased some Rayleigh maps at Stacey's auction (these were available to view and will be accessioned and added to the collection).

Mike will hand over a previously missing picture of a Southend Mayor at Porters which will hopefully be reported in the Echo also an article about Mr. Negus and the Arctic Star medal.

Utilities – waiting to hear from the Gannet Group as to whether we will receive a grant towards the window refurbishment. Terry advised the fire alarm and emergency lights have been tested. The outside key safe is now in place and Terry Jobson has been shown how to operate it.

Finance - Viv read out the various bank balances. The grant received from the co-op will cover our storage bill for next year. The accounts should be audited by the end of the month which is ahead of the deadline. Roger has been in liaison with Palmers Solicitors who now have an office in Rayleigh. Palmers have nominated the museum as their designated charity for next year. Roger has also been in discussion with Barrington Grill where Friends of the museum will receive 25% off the bill (up to a table of 6).

Todmans brass plaques will either be returned to them or handed to us permanently within the next few weeks. Peggy Fosters' family donation of the doll's house and books entitles her to be placed on the Benefactors board. Several names now need to be added to the board. This will done all in one go.

If anyone spends more than £20 they will need to check first with the relevant subcommittee chairman.
Data Protection – the new bill is coming in next year. Mick is keeping an eye on any updates. The Friends leaflet will need an appendix adding (this is already in hand). 2 Trustees and Mick are to form a small group to further discuss DP. Mick advised that if any “lost property” such as a mobile phone were to be left in the museum it should be placed in a signed and sealed envelope with the time and date and put in the safe. Any forms with personal details on must be shredded as soon as it is no longer required.

Echo Archives – Mike still working with various groups to divide the archives.

Friends – 671 current Friends, enquiries still being received.

Hire/Marketing – RDC networking day has been booked. This will be a test run before the official launch in January.

Press – a press officer is still needed

Any Other Business

The parking at the Evangelical Church will be reviewed by them in January.

Should the MG have an AGM, this was voted on and decided against. This raised the question should the Friends have more of a voice about the running of the museum?

Sue asked if we should keep a file on any letters or comments received about the museum. This was agreed.

A reminder that only Chairmen of a subcommittee need send in a report a week before the MG along with hours worked.

Actions

1. Sue – send Terry details of Britain on film.
2. Viv – add Forward Plan update to next Development sub agenda
3. Mike – to chase up National Trust regarding the timbers
4. All – any ideas for new sponsors
5. All – be aware of any grants may be able to apply for
6. Terry – to speak to Peak Security about the CCTV
7. Mike – to check lift service
8. All – send any appreciation letters/comments to Terry to add to a new heading on the website
9. Mike and Terry – update the admin pages on the website

Date of next meeting

Thursday 21st December 2017 at 7.30pm – feel free to come in festive attire!