

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 21st November 2019

Present – Mike Davies (C), Terry Joyce, Sue Smith, Karen Vassallo, David Pymer, Linda Davison(S) Sheila Chambers.

Apologies –Roger Alluid, Viv Irvine, Gemma Smith, Mick Kay, Cheryl Roe,

Minutes of the last Meeting - were read and agreed.

Matters Arising –

Actions from last meeting: -

1,2,3,4,5,6,7,9,11,13 ongoing see further actions at the end and report back December meeting

8,10,12,14,15,16,17,18,19,20,21 completed

Sub committee updates – verbal updates given

Cheryl RTC/RDC	Christmas lights switch on 28 th November
Acquisitions	WW2 medals. Advised NT timbers now owned by Southend Museum
BUMS	Under consideration is Coversure Insurance
Coach Trips	Tutankhamun April 2020 – Now fully booked – no waiting list. Balance of coach money due January / February 2020
Commercial Hire, Sponsorship and Newsletter	Palmers hire 21 st November. Mike wished to record thanks to Peter C for all his help on the day. Articles still needed for the January newsletter. (by 10 th December at the latest please)
Data Protection	Nothing to report
Development	Accreditation – Eligibility form completed on line by Sue and Viv – Trustees all need to sign accompanying letter. Will then need help from MG and Trustees to complete the policy. Plans to reorganise space in the Museum on hold pending NT timbers and Dutch Cottage model.
DVD 2019	Ongoing. Target is still Easter 2020
Echo Archives	Number of volumes out on loan. Work required in storage to tidy up.
Events	Talk by Jo Mabbetti on Field of the Cloth of Gold confirmed as 29 th April in the Library. To make contact with last year's quiz winner to return trophy.
Finance	Budget on schedule. Bank account details given verbally. Retail takings are up at the moment. We are looking into card readers.
Friends Administration	Membership stands at 644. Records of members not renewed being deleted. Once again will offer 15 months for 12 months from 1 st February 2020.
Publicity	Working with Roger on new Museum leaflet. Pre planning Trinity Fair for 2020

Research	WW1 Roll of Honour Binders now complete thanks to Gemma. In case any additions, would like to keep as is and put on hold the idea of a bound volume. The cost of printing would ideally be sponsored. WW2 Roll of Honour will take a few years to complete.
Retail	Calendars and Christmas cards starting to sell well and takings are up. We will be selling at the Lights switch on and at the Quiz where we will also have some gift sets to purchase. Reminder to all volunteers about being careful when entering the sales at the till. eg. the difference between postcards at 50p and old postcards of varying prices. Looking into details of card readers and will report back to MG.
Volunteers	Sandra Gibson will take over the Volunteer rota from January 2020. Two new volunteers.
Chairman's Actions	Attended Remembrance Sunday at Holy Trinity. Attended RTC Environment meeting. Unable to attend AGM of RVAS. Meeting with Rayleigh Primary re new RTC Heritage Plaque. Meeting with Rayleigh resident re WW2 POW Camp. Ongoing investigation (with Terry and Sandra) re possible ancient well off Downhall Road.

Museum Diary – All in hand or for action.

Volunteers Hours Worked – 1026

A.O.B.

- Linda – Christmas Lights rota completed and thank you to all who have volunteered
- Sue – Museum needs to have a Spring Clean as soon as possible
- Sheila – gave details of young people / school visits to the Museum since September 2019
- Terry – Coversure insurance ongoing
- Mike – Andrew Relf of Noah Medical Collectables Visited and if we have any 'medical antiques' he is happy to research and/or identify.
- With some Museum health issues, how do we arrange to cover every role?
- Fitzwimarc doing the 'Winter warmer' again this year
- WW1 Binders – Dave Smith and Eddie Dray arrange to view
- Rayleigh Mount Centenary 2023 – can we look at possible exhibition.
- Looking for someone to make a model (Same size as Regal) of the Speedway Stadium as per Southend Standard 3/7/1947.
- Palmers Carol Concert at Holy Trinity on 12 December 2019. Collection is for Museum and Polly Parrot so please attend if you can to support.
- Staceys – Australian Military Books – one lot sold for £20 and the other did not reach reserve. AC now has to place on ebay.
- Terry Stone in Museum 11th December to show Vintage Speedway DVD ahead of his show on Friday 3rd April 2020 as part of a commercial hire.
- Roger Buxton will take Hattons till early next year to try and repair.
- Mike working on updating Acquisition and disposal policy.

Date of the next Meeting - Thursday 19th December 2019 – 7.15pm for 7.30pm

ACTIONS

1. All – please see outstanding actions from October meeting and report back next meeting.
2. Mick - Actions 1,5,6 are outstanding from October meeting please.
3. David – to contact Glenda at Fitz re the Food bags ‘winter warmer’
4. David – Newsletter article on Rayleigh Stadium possible model asap.
5. Sue – to note the Rayleigh Mount Centenary in 2023 for events
6. Terry – article on his exhibition by 5th December please.
7. Viv – Contact Vilma for Quiz trophy back
8. Viv / Gemma – to invite David Smith and Eddie Dray to see WW1 binders
9. Mike - £35 Essex Heritage Trust membership – grant funding request by the end of January.
10. David – take Echo Binder to Margaret Abrams
11. All – Palmers Carol Concert on the 12th December 2012. Please try to support.
12. Linda / Viv – Calendars for quiz night, decide pricing.
13. Linda / Viv – pay Coversure
14. Terry – investigate fire door locks
15. Sue – after Development SC, email re Spring Clean day.
16. Linda / Viv looking at card readers for retail