

Rayleigh Town Museum Management Group Meeting Minutes

26th October 2017

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Margaret Johnstone, Roger Aillud, Linda Davison, Cheryl Roe, Terry Joyce, Karen Vassallo & David Pymer

Apologies

Mick Kay & Rebecca Lodge

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Roger & seconded by Linda.

Actions & Additional information

1. Completed
2. Completed
3. Completed - agreed that the access code would be advised to members of MG, those who act as Duty Supervisors but are not on the MG & Trustee, Terry Jobson who has offered to be available for call out if the alarm is activated or the lift breaks down.

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update (Cheryl)

The funeral of Cllr Chris Black will take place on 3rd November at Holy Trinity

RTC have received a gold award from Anglia in Bloom

Plans for the Remembrance service on 12th November are progressing well.

There will be new toilets installed on Crown Hill next to the existing building. Once up and running the existing building will be transformed internally and then offered as retail/office space.

Events (Sue)

Sue asked if anyone is available to help with the following events

25th November - stall at the Hockley Lights switch on event - David offered assist.

1st November – Scouts visit (2 groups of 20, one at 6pm & one at 7pm) - David offered to help

12th November – Brownies visit – Viv offered to help

9th November Talk – help needed with the raffle – David offered to help.

Sue wanted to record her thanks to those involved in setting up the Home Front exhibition – Margaret, Sheila, Viv, Gemma & David

Raffle prizes – more donations needed please.

Sue suggested that it would be an idea to offer as a prize for the quiz winners a Museum mug each as well as the team trophy. The Retail subcommittee agreed with this idea.

Sue advised that Trevor Rand will be the quiz master on 8th December and that Gemma would be putting the questions & answers into a PowerPoint presentation to use on the night. Sharon mentioned that Trevor has a projector that he uses for his windmill talk presentations that could be used on the night.

Schools Liaison (Margaret)

No additional comments or questions

Volunteers (Sharon)

No additional comments or questions

Coach Trips (Roger)

Roger advised that the visit to Otley Hall near Ipswich on 3rd July 2018 may not take place as he had discovered that the property was up for sale. He will contact the owners to clarify the situation. Alternative places to visit in the area will be considered if Otley Hall is no longer available.

Development & Research (Viv)

Sharon asked if there had been any response to the request in the Volunteer's Newsletter for more people to do accessioning. Viv advised that none had been received. It was agreed that Sharon will send out the same request to the members of the Friends group to see if other volunteers could be found.

Retail (Viv)

Figures provided for the current sales of calendars and Christmas cards. Mike requested that these figures also be provided at the next 3 meetings.

Maintenance & Utilities (Terry)

No additional comments or questions

Acquisitions (Mike)

No additional comments or questions

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

No additional comments or questions

Data Protection (Mike)

No additional comments or questions

Finance/Budgets/Grants (Mike)

Mike reiterated that more benefactors are needed to help cover expenditure and that if anyone had any suggestions or contacts please let him/Roger know.

David mentioned that there would also be a cost for the printed collections catalogue. Mike requested that David advise Finance of the figure as soon as possible.

Friends Administration (Mike)

Current membership numbers 666

Echo Archives (Mike)

No additional comments or questions

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

No additional comments or questions

Press (Mike)

No additional comments or questions.

Finance/Sponsorship/Benefactors/Grants

More benefactors needed as already stated above in Finance/Budget/Grants.

Mike mentioned that a representative from the Co-op had visited the Museum in relation to the grant money that was being raised by them from customer spending. They were impressed with the Museum and also mentioned that the payment of the monies raised (due mid-November) will also include a share of the money raised from the 5p charge for plastic bags sold.

Diary

Terry advised that projector maintenance was now done by him but that the hearing loop did need an annual test. Sue suggested that contact was made with Holy Trinity to see who they use to test their hearing loop.

Sue mentioned that there had been no request received for a holding cheque for the stall at the lights switch on. Cheryl will investigate and advise.

Terry advised that as Defence Fire & Security are no longer around those details should be amended to 'fire equipment inspection' and should be diarised for April & October each year.

Sharon mentioned that Utilities Warehouse had now taken over the phone and broadband contracts and will soon be taking over the gas & electric contracts. There will be a rolling monthly contract to cover all these items. Terry will confirm with Linda exactly when this should start and be added to the diary.

A.O.B

It was agreed that Sue will purchase and additional spare 'back up' hot water jug.

Sharon asked about Christmas opening times. Following discussion it was agreed that the Museum will be closed on Sunday 24th December (Christmas Eve). All other dates in this period will follow the normal opening days and times.

Cheryl mentioned that there will be a Saturday market every weekend from 4th November until Christmas.

Cheryl also advised that RDC will be waiving Saturday morning car parking charges for the whole of December as usual.

Sue asked about Christmas cards to sponsors/clients from the Museum. It was agreed that all sponsors/clients that anyone feels should be sent a Christmas card should be advised to Sharon who will collate the list. Sue will write the cards once the details are known.

Date of Next Meeting

Thursday 23rd November 2017 at 7.15 for 7.30

ACTIONS

1. **Sharon** to send out request to Friend for volunteers for accessioning
2. **David** to advise Finance of the expected cost of the printed collections catalogue
3. **Cheryl** to investigate the holding cheque situation
4. **Terry** to contact Holy Trinity to find out who they use to test their hearing loop
5. **Terry** to advise Linda the details of Utilities Warehouse for the Diary
6. **Sue** to purchase hot water jug
7. **All** to advise Sharon the names of anyone they felt should receive a Christmas card from the Museum