

Rayleigh Town Museum Management Group Meeting Minutes for 25th October 2018

In attendance: Cheryl Roe, Terry Joyce, Viv Irvine, Karen Vassallo, Sue Smith, Gemma Smith, Linda Davison. (Mike Davies for the first part of the meeting.)

Apologies: received from Roger Allid, Mick Kay.

Cheryl took the chair.

A minute's silence was held in memory of Sharon Davies, this committee's secretary, who died suddenly at the end of September. Cheryl then wished to record her thanks to the M G and Trustees for their continued commitment to the Museum.

Before the main meeting commenced, Mike asked to say a few words and thanked everyone (MG, Trustees and Volunteers) for all their support, sympathy and help at this difficult time. He said he would make no immediate decisions about the future until the New Year. He hoped the funeral donations (between RTM and Rayleigh RNLI) will help to leave a lasting legacy of Sharon in the Museum.

Mike then left the meeting.

Minutes of the last meeting: Agreed. Proposed by Sue, seconded by Karen

Matters arising: Actions 2,3,5 completed. Actions 1 and 6 ongoing and 5 Terry will now deal with and ongoing.

Sub Committee updates: - On this occasion no written reports - all verbal and based on last S C meetings.

RTC: - Cheryl updated – Council sent condolences to Mike. Christmas lights all organised. New toilet block - no date for opening as yet.

Retail: -Viv updated – Cards and Calendars starting to sell well now. Poppy keyrings new stock for this time of year.

Development: - Viv updated - Flowerbed – watching progress. Palmer's concert in hand so far 12 members asked for tickets. National Trust Timbers – maybe in the New Year.

Finance; -Viv updated – Bank account details given. 2017/ 2018 accounts sent to Charity Commission.

Friends: - Linda updated – Membership stands at 653.

Coach: - Linda updated – Three coach trips organised for 2019. 2nd May Arundel Castle, 9th July Mapledurham Watermill with tour and boat ride. Cream tea option. 10th September Dorney Court and Saville Gardens.

Events: - Sue updated - WW1 and Tudor Christmas Exhibitions are in hand. Plans being finalised for the Quiz at the Library. Lights switch on rota in hand to man RTM and Gazebo.

Small change in price charging for Group visits to the Museum.

Research: - Gemma working on WW1.

Maintenance: - Terry updated – Problem with the paddles blowing over in the wind – trying to solve. Keeping a close eye on the boiler pressure – may need attention.

Volunteers: - Viv updated. Several DS sessions for November still to fill – let PE know if you can cover. Another member required for this SC. (Since then, Sue has volunteered to go on this committee.)

Diary: All actions for the month in hand

Volunteer Hours this month 993

A.O.B.

Sue asked for more Hamper ideas and donations, also to promote the ticket sales for the Quiz.

Discussion took place on the type of insurance cover for the lift maintenance – all agreed to keep to present comprehensive cover.

Peak Security are going to offer the Friends a 10% discount on new installations – details to follow, then entry required in the Newsletter.

National Cyber Security – Guide to be circulated to MG and Trustees.

Need to think about how we all use our computers at home and need to ensure all relevant documents are transferred to main RTM computer with monthly updates as required.

Terry attending Museums of Essex meeting on Friday 2nd November.

Neil Harris's 360 degree film of the Museum has just to be finalised before going on the website.

Bank account correspondence address to be changed.

Date of next Meeting:

Thursday 22 November 2018 in the Museum 7.15pm for 7.30pm (Note a week earlier than normal due to Christmas Lights Switch-On during the following week.)

Actions:

1. **Terry:** - Policy documents to be put in a Word document on the RTM computer
2. **Terry:** - to see if local carpet shop can help with new matting for the lobby.
3. **All:** - to look at Volunteers' rota as there are gaps in cover.
4. **Terry:** - speak to PE re back up for Friends records.
5. **Viv:** - to send Terry e mail re Volunteer training records.
6. **Terry:** - to work with Gemma re holiday cover for the Website.
7. **Viv / Linda:** - to do letter to Bank re correspondence address.
8. **Linda:** - to send out Rota for the Lights Switch-On.
9. **Terry:** - Cyber security guide to circulate.