

Rayleigh Town Museum

Management Group Minutes of Meeting Thursday 31st October 2019

Present – Mike Davies (C), Terry Joyce, Viv Irvine, Sue Smith, Gemma Smith, Mick Kay, Cheryl Roe, David Pymmer, Linda Davison(S)

Apologies –Roger Alluid, Karen Vassallo

Minutes of the last Meeting - were read and agreed.

Matters Arising –

Actions from last meeting: -

- 1 ongoing
- 2 completed
- 3 Monitoring weekly – new battery £30-£40
- 4 Completed
- 5 Looked into – on hold
- 6 ongoing
- 7 completed
- 8 ongoing – report next month
- 9 completed
- 10 ongoing – see actions
- 11 ongoing – see actions
- 12 Received and report given. Vote of thanks to Mick given
- 13 Ongoing
- 14 ongoing

Sub committee updates – verbal updates given

Cheryl RTC/RDC	Christmas lights plans all going ok. Big Issue sellers – no licence so sent away Cheryl will check with Dawn re update on RTC photographs
Acquisitions	Binder from Cllr Vic Curtis
BUMS	Nothing further to report
Coach Trips	Tutankhamun April 2020 – 2 tickets have become available. Email going out to Friends. £19 coach money balance due January / February 2020
Commercial Hire, Sponsorship and Newsletter	Palmers – Provisional booking still to be confirmed. Chemistry Day – 112 visitors. £39 retail October newsletter now circulated. Work started on January 2020 newsletter.
Data Protection	Nothing to report
Development	National Trust meeting 7 th November. Maybe update on timbers. Purpose built cabinet require for the Doll's house so that it is more accessible. Accessioning – progressing Accreditation – Eligibility form completed on line by Sue and Viv – now need accompanying Trustees letter.

DVD 2019	Ongoing. Target is still Easter 2020
Echo Archives	Sheila has designed a form for use when binders are loaned out – thank you. Binders currently with Andrew Summers, Ian Yearsley, Sweyne Park and Westcliff Girls
Events	Victorian Christmas will be set up 18th November. Thanks to Pam Pymmer for Victorian Christmas cards. Quiz night tickets on sale. Two school visits planned. April 2020 possible additional talk in the Library on Field of the Cloth of Gold.
Finance	Budget on schedule. Bank account details given verbally.
Friends Administration	Membership stands at 642. Non renewals have received their last newsletter and their records will be deleted from the database by end of the year.
Publicity	Working with Crafty Casks and Berrys Arcade fruit and Veg on photographs. Possible sponsorship from CC and Fruit and Veg raffle prize from greengrocer.
Research	Last stages of producing WW1 booklet. WW2 ongoing. Sandra now taken on research of houses.
Retail	Calendars and Christmas cards starting to sell well. New Essex 100 books also selling well and have been reordered. Retail figures up on previous few months.
Volunteers	Sandra Gibson has agreed to take over the Volunteer rota from January 2020. Thank you. Still some issues with last minute changes.
Chairman's Actions	Attended workshop on the 'Future of Rayleigh High Street' by RDC. Comment at the meeting by Cllr S Wooton – 'The Rayleigh Town Museum is one of the key strengths of Rayleigh High street.' Arranging a meeting with Lizzie (RDC) re joint publicity for Museum/Windmill/Dutch Cottage for 2020. Formally applied to RTC for a further rent grant for financial year 20/21.

Museum Diary – All in hand or for action.

Volunteers Hours Worked – 1010.50

A.O.B.

- Linda - Checking to see all members received the dates for 2020 MG meetings
- Linda – mentioned publicity the Museum received in the Essex magazine for the W I on their Heritage Day in Rayleigh.
- Viv - Requested that if any other research is undertaken by volunteers, could the SC be informed please. Could save duplication.
- Viv – Retail stock not being replaced when items sold. Email to be sent
- Sue wondered whether the MG should ask Sheila to consider coming on the MG especially as Schools liaison.
- Mike mentioned he will be having a meeting with Angela and Dan (RDC) in (possibly) January re: - 'Spend a Heritage Day in Rayleigh'
- Mike wishes to consider joining Museum's Association as a number of potential benefits – cost £80 pa. to report back to MG.

- Comment made by Alan Clark that the area behind the counter/desk needs to be kept clearer – potential hazard.
- Chairman of RDC has sent Mike some papers re the Heritage Trust – possible grants available. Also investigating possible membership.
- Mike recorded museum visitor numbers for October – 678
- Liftphobic Day a success
- As previously mentioned, Chemistry Day could bring in potential new members and Mike is speaking to Alan Clark re possible further events in school holidays.
- New volunteer has asked for public transport travel expenses to be paid. Long discussion took place but decision was taken that a) it would set a precedent and b) the museum could not afford the cost. Mike to speak to volunteer.
- Mike has seen a report of theft of Metropolitan Drinking Troughs in three South London Boroughs has taken place.
- Warner letter – no response to date.

Date of the next Meeting - Thursday 21st November 2019 – 7.15pm for 7.30pm

ACTIONS

1. Mick – Article for the January newsletter about the Tandoori Meal please.
2. All – Newsletter articles by the end of November please. Send to Mike and copy to Roger.
3. Cheryl – to check with Dawn re RDC/RTC photographs in Civic Suite.
4. David – re September action no 10. New date for article to be sent to Linda to go out with November agenda is 11th November.
5. Mick – to report back on contact with ICO. (Action Item 8 September minutes)
6. Mick – to look into possible new date for Tandoori Meal for next year.
7. All – items for inclusion in a hamper for the Quiz night.
8. Sue – to ask Sheila if she would like to be part of MG
9. Viv – email volunteers for help with accreditation.
10. Viv – Speak to Sheila re Edward Francis visits - outstanding payments
11. Viv/Linda – to email DS and Stewards re stock replacement's
12. Linda – to email Terry photos of Christmas cards for website.
13. Terry – PAT testing to check
14. Terry / Mike to investigate legal contract with MF re photographs
15. Mike – request from RTC the next rent cheque please.
16. Mike – to let Linda have an acknowledgement of the £96.51 donated by the Sweyne Group W I.
17. Mike – David would like new business cards.
18. Mike – detailed report for November meeting on membership of Museums' Association and Essex Heritage Trust.
19. Linda – to email volunteers for help with Gazebo for Lights switch on evening 28th November.
20. Mike – to speak to Volunteer re travel expenses.
21. Mike – let Linda have new volunteer details for updating.