

# Rayleigh Town Museum Management Group Meeting Minutes

## 20<sup>th</sup> September 2018

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Terry Joyce, Linda Davison, & Cheryl Roe

### Apologies

Roger Aillud, Mick Kay & Karen Vassallo

### Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Terry & seconded by Linda.

### Actions & Additional information

1. Completed
2. Completed
3. Completed
4. Completed
5. Completed
6. Completed
7. Completed

Plus the following ongoing actions from July as outlined in the August minutes

2. Completed

### Subcommittee Updates by Committee Chairmen & Additional Information

#### RTC (Cheryl)

Rayleigh has won gold again in the Anglia in Bloom competition

King George V playing field also received a gold award

All plans going well for the Christmas lights switch on event

RTC is monitoring the contractor responsible for weeding the 'Barclays' flowerbed as at present it is not being weeded satisfactorily.

Palmers Solicitors will be holding a short Carol Concert in Holy Trinity on 11<sup>th</sup> December at 6.30. All invited.

Plans going well for the November remembrance service

#### Events (Sue)

No additional comments or questions

#### Volunteers (Sharon)

15 people booked so far for the Christmas social event

#### Coach Trips (Linda on behalf of Roger)

No additional comments or questions

#### Development (Viv)

No additional comments or questions

#### Retail (Viv)

No additional comments or questions

#### Research (Viv)

Gemma advised that she has now produced an index for both Ernie Lane's books. It is stored on the Museum PC and also a physical copy will be kept with the books on the shelf by the left of Reception which can be referred to when needed.

#### 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)

No additional comments or questions

#### Echo Archives (Mike)

No additional comments or questions

#### Friends Administration (Mike)

No additional comments or questions

#### Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

No additional comments or questions

#### Press (Mike)

No additional comments or questions

#### Schools Liaison (Mike)

No additional comments or questions

#### **Diary**

Christmas lights switch on all in hand

Charities & Communities Group Certificate expiry 1<sup>st</sup> November –Mike to check exactly what this refers to.

Terry will check the drain by the front door

#### **A.O.B.**

Gemma mentioned that she was aware through Southend Museums Service of a group called 'Dementia Friends' which the Museum could join. IT would involve volunteers watching a short 4 minute video online and then badges would be available to advertise the Museum support. Terry will look into signing up on behalf on RTM.

Sharon mentioned that there were now 3 policy documents that had been completed by the relevant subcommittees (Events, Coach Refunds & Retail) and 2 others were being reviewed at present. It was agreed that the finalised documents should be sent to the Trustees for

information purposes. Sharon also mentioned that she is due to meet with Terry to discuss putting the completed policy documents online.

Sharon advised that she has updated and rewritten the emergency procedures document in simpler terms and will be discussing it further with Terry to ensure that everything is covered and accurate before publishing it.

Sharon updated everyone regarding the Progress Road storage facility. She advised that the majority of boxes had now been labelled and that 37 of the microfiche boxes had been reviewed and labelled as well. With regards to the many filing cabinets and boxes of negatives she advised that Ray P has taken home the 11 or so record books to refer to and record the entries relating to Rayleigh.

Mike advised that he and Sharon had recently attended the Fitzwimarc School annual awards at the Palace Theatre and presented a trophy on behalf of the Museum.

Mike advised that Fitzwimarc School have offered the Museum a stall at their Christmas Fair on 1<sup>st</sup> December. He will be asking Ray & Carol if they are available to help man it.

Mike advised that Holy Trinity had asked for the Museum to provide a display and have a stall at their launch of the Poppy Appeal on 27<sup>th</sup> October. He will again see if Ray & Carol would be available to cover.

Mike advised that the Roebuck pub has approached him regarding new themes and photographs for a refurbishment of the pub. They are happy to pay a fee for this.

Mike mentioned that as Roger was not able to attend evening meetings he thought it might be best if a couple of next year's MG meetings were held in the afternoon. All agreed that this could be done but at least 2 members said that if a Thursday afternoon they would not be able to attend due to grandchildren commitments

### **Date of Next Meeting**

Thursday 25<sup>th</sup> October 2018 at 7.15 for 7.30

### **ACTIONS**

1. **Mike** to check details re the Charities & Communities Group Certificate expiry on 1<sup>st</sup> November
2. **Terry** to check the drain by the front door
3. **Terry** to look at Museum sign up for Dementia Awareness
4. **Sharon** to send finalised policy documents to the Trustees for information
5. **Mike** to speak to Carol & Ray regarding the 2 outside events
6. **Sharon** to look at rescheduling 2 of next year's MG meetings to an afternoon.