

## Rayleigh Town Museum

### Management Group Minutes of Meeting Thursday 26<sup>th</sup> September 2019

**Present** – Mike Davies (C), Terry Joyce, Sue Smith, Gemma Smith, Mick Kay, David Pymer, Linda Davison(S)

**Apologies** –Roger Alluid, Cheryl Roe, Viv Irvine, Karen Vassallo

**Welcome** back to David Pymer.

**Minutes of the last Meeting** - were read and agreed.

**Matters Arising** –

Actions from last meeting: - Completed apart from.....

Ongoing – 5,6,7,11.12,13,14,16,21 (see actions for ongoing items)

**Sub committee updates** – verbal updates given

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|---|---|
| Cheryl RTC/RDC                              | Christmas lights and Remembrance Day plans all going ok.<br>Anglia in Bloom Gold awards<br>Work commencing shortly on budgets for next year   |
| Acquisitions                                | Ida Lawrence archives   |
| BUMS  | Carpet looks good in the lobby. Printer jam concerning – maybe look to replace. Copyright issues with photographer, MF.to be investigated. Digitising paperwork.  |
| Coach Trips                                 | Saville Gardens and Dorney Court went well.<br>Tutankhamun April 2020 tickets sold out and waiting list in place. Balance to be paid January/February.<br>Tuesday 23 <sup>rd</sup> June 2020 next date set – in planning stage.   |
| Commercial Hire, Sponsorship and Newsletter | Hire event 21 <sup>st</sup> November (Palmer's)<br>Trinity Fair 7 <sup>th</sup> June 2020 – Clay Cottage will be in Gazebo.<br>More articles for newsletter please  |
| Data Protection                             | Nothing to report   |
| Development                                 | Terry moving sound equipment and hopefully reuse the cabinet. Looking to brighten up research area. Hoping to hold one session per month on conservation work and will be asking for volunteers at meeting 8 <sup>th</sup> October.<br>Sue and Viv looking to complete Grantium later in October - first step to accreditation. |
| DVD 2019                                    | Ongoing. Soft date for completion Easter 2020.  |
| Echo Archives                               | More meetings in storage with R.P. Some negatives collected by Andrew Summers.  |
| Events                                      | Victorian Christmas will be set up mid November. Quiz night tickets now on sale. Raffle prizes needed.  |
| Finance                                     | Grants available from Essex Heritage Trust for construction work (windows/ floors). Need to apply formally to RTC for rent grant for 2020/21. Bank account details given verbally.  |

|                        |  |
|------------------------|--|
| Friends Administration | Membership stands at 634. Approx. 30 still outstanding. Under review and will eventually be deleted from system.   |
| Publicity              | Railway exhibition in Echo. Article in Vision Magazine. Photographs with acknowledgement ongoing with Fruit and Veg Berry's Arcade and Crafty Crafts.  |
| Research               | Hopefully WW1 research will be completed by mid October ready for Remembrance Day.   |
| Retail                 | Calendars and Christmas cards now on sale.   |
| Volunteers             | Three new stewards. Volunteers' meeting 8 <sup>th</sup> October. Three sessions. Social as well as some training.  |
| Chairman's Actions     | Timber's meeting in Museum 7 <sup>th</sup> or 18 <sup>th</sup> November – hopefully timbers early 2020. Will update at November meeting.<br>Dutch Cottage model – possibly end of 2019.<br>Working on new museum leaflet. (Roger 90% completed)<br>Remembrance School Assemblies arranged – Trevor at Fitz and Alan C at Downhall.<br>Rayleigh Remembers Poppy Display. 300 poppies form RTC.<br>Remembrance Parade (10 <sup>th</sup> November) Four stewards Sue, Gemma, David and Trevor. Roger to lay wreath – Trevor in reserve.<br>Distribute leaflets outside the Museum. Five volunteers come forward, more welcome.<br>Arriva Buses. Two enquiries for naming buses.<br>Attended a number of meetings with RDC, RTC, Chamber Trade and Greater Anglia. |

**Museum Diary** – All in hand or actioned.

**Volunteers Hours Worked** – 986

**A.O.B.**

- Linda –Mentioned Terry's idea on drinking water refill station. On hold for moment
- Terry – Paper bag sample from Ironbridge Museum - something we could consider? Or at least to look at the wording regarding retail sales.

**Date of the next Meeting** - Thursday 31<sup>st</sup> October 2019 – 7.15pm for 7.30pm

## **ACTIONS**

1. Viv to arrange Newsletter entry requesting volunteers for research and negatives in storage
2. Mike to speak to Joan Crick re WW1 and WW2 names.
3. Terry to investigate lift battery
4. Terry – Copy lift phobic poster to Mike
5. Mick – to investigate printer replacement
6. Terry – Object entry forms to be scanned onto museum computer
7. Terry / Mike – to have discussion with Mike F. re photographs.

8. Mick – to contact ICO re digital photographer items received.
9. All – one more steward for Remembrance Day
10. David – to put together a paper on the 'way forward' for general discussion at next meeting.  
To be sent to Linda by 21<sup>st</sup> October please so can be sent out with Agenda.
11. Mike – e mail re Christmas lights switch on
12. Mick – report on Tandoori evening at next meeting and for Newsletter
13. Linda – discuss with Viv the wording on the sample retail paper bag
14. All – raffle prizes for the Quiz night.