

RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Held at Rayleigh Town Council Offices on Friday 28th August 2015 at 9.30am.

Attendees:

Mike Davies, Viv Irvine, Sue Smith, David Pymmer, Margaret Johnstone, Gemma Smith, Linda and Alan Davison.

Apologies:

Spencer Welsh, Rebecca Lodge, Kerry Cumberland, Cheryl Roe, Terry Joyce and Roger Aillud. Trevor Rand has decided to step down from the WP although he is keen to be one of our Museum Stewards. The WP expressed their thanks to Trevor for all his enthusiasm and creative ideas whilst on the committee.

Minutes of the last meeting:

Proposed: David Pymmer. Seconded: Alan Davison.

Individual Tasks:

Margaret: Has received an email from Helen Griffiths (Cultural Access Learning & Participation Officer) regarding culture in schools. Very little time was allowed to put anything together, so it was decided to express an interest for September 2016. The Heritage Education Group meeting has been moved to Colchester for a 10am start, so difficult to attend.

Margaret's neighbour (Ken Taylor) has offered some artwork for use on our Christmas cards, which Margaret displayed. Margaret and Roger have been working on the cards, and have decided to offer 4 designs @ £2.99 and 8 cards @ £4.99. Spencer's design will be sold as an individual card at £1.25 or 2 for £2. The first print of 1000 cards should be ready by next Friday. Margaret is arranging to package the cards. Total cost is £460.77 and estimated profit is around £470 (Solo Print). It was decided to offer Friends a 10% discount. The cards will be available to purchase at the Heritage Day Event on 12th September.

Spencer: No further update.

Roger: Has organised shelving for the storage unit at a cost of £918 inc VAT. This will be delivered on 23rd September. Roger is in discussion with Charfleets regarding sponsorship for the 2 car parking spaces behind the museum currently being used by Wallakers until the end of October. Roger has liaised with Kirby's Coaches regarding the DVD. Kodak shop in Rayleigh will transfer 8mm film to DVD at cost.

David: Has visited the Museum of Royal Worcester, and has a season ticket, which is available to borrow. David's step daughter can help us with the accounts.

Alan and Linda: Reported that the Friends now stands at 514, this equates to £4040 + Gift Aid. We need to make sure Friends expenses are taken from the Friends bank account. We also need to decide when the cut-off date will be for 12 months membership, and what "free" period will be given (i.e. join in February and receive 15 months for cost of 12).

Sue and Viv: Have been looking at some stock for the museum shop and also for sale at various events. It was decided to set a budget of £1000. Sue passed a range of children's activities to David with a sign off form. Viv has made a site visit with Mike to 91 to meet with the Planning Officer. Sue has visited Dunmow Museum where the volunteer on duty advised that a paid cleaner/caretaker they felt was essential. This maybe something to think about in the future, but a member of the committee should be available at every session, especially during the first 6 months.

Gemma: Visited Dunmow museum, and research on photographs with Sue.

Terry: New website should be ready by November.

WP Meeting Mikes AOB

1. Utilities Officer/s...urgently required

Viv and Sue taken over BT for now, other utilities Mike will continue to deal with until a replacement can be found.

2. Clock Collect 4th Sept—Petrol????

Mike and his son will collect the clock from Fareham and David proposed the petrol should be at 40p @ mile, this was seconded by Linda.

3. Sponsor a Brick ...outside Museum.

On the pavement is an option for us to consider (as at Prittlewell Priory).

4. Categories of Friends Membership ...life/corporate/welcome pack

5. Edward Francis £652.....

Several ideas including history boxes, brass rubbing. A full cost analysis needs to be produced by our next meeting.

6. Budget for purchases....postcards etc. What individual limit?

David to look into a policy for this.

7. 2016 calendar of events...exhibitions/speakers in Museum/ next coach trip

2 speakers "booked" for next year.

8. Christmas lights 2015...26th Nov

Alan and Linda to set up. Volunteers needed on the day. Roger, Sue, Viv available.

9. Training Courses....SHARE...Roger and myself at Norwich in Nov...any others.

Courses are free.

10. Press Officer....Garry will publicise the Heritage Exhibition at the WI Hall on 12th September.

11. Ruskin University..... Follow up meeting on 3rd Sept....poss. house history of 91.

12. Friend's dinner 2016 at Rayleigh Club.....Roger, Margaret and Linda to look into this

Any other business:

Sue asked if anyone had any items suitable for the quiz night raffle.

Gemma advised next week was The Gift Fair if anyone wanted to attend. Tickets can be downloaded free.

Total number of hours worked this month = 463.

Actions:

Mike – Letter to Ken Taylor re the Christmas cards. Visit to MAPP with David for a 2 hour+ meeting about VAT and the best way to produce the accounts. Meeting with Abi Hunt from Ruskin University.

David – To produce a volunteer expression of interest form. Meeting at MAPP with Mike. Working with Margaret on the Volunteers handbook.

Margaret – Meeting with Abi Hunt. Working on Volunteers Handbook.

Viv and Sue – Organise BT to connect phone and read through all relevant paperwork. Purchase items for the shop and events. Work on Accession Register.

Sue – Meeting with Abi Hunt.

Terry – Update website.

All – The shelving will be delivered on the 23rd September. Roger and Mike will erect, but would like 2 strong pairs of hands, provisionally on the morning of 24th September. Help to sell the Christmas cards. Viv will take some to the Horticultural Society. Replacement needed for Trevor, does anyone know someone who may be interested.

ALL
THE POSITION OF UTILITIES OFFICER/S CANNOT BE LEFT TO VIV AND SUE AS THEY HAVE ONLY OFFERED TO DEAL WITH AS A TEMPORARY MEASURE. ONE IDEA SUGGESTED TO ME (MIKE) IS THAT ALL MEMBERS DEAL WITH ON A 3 MONTH ROTATION BASIS. YOUR VIEWS ON THIS SUGGESTION ARE WELCOME.

Would all members please remember on their monthly report to specifically make a note on All items with an action against your name (to include those that all members have been asked to comment on).

Date of next meeting 9.30am Friday 25th September 2015 at Rayleigh Town Council Offices.