

# RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Held at the museum on Tuesday 22<sup>nd</sup> December 2015 at 9.30am.

## **Attendee's:**

Mike Davies, Sue Smith, Viv Irvine, Spencer Welsh, Roger Aillud, Margaret Johnstone, Alan and Linda Davison and Bob Smith.

## **Apologies:**

Gemma Smith, Terry Joyce, David Pymer, Kerry Cumberland, Cheryl Roe, Rebecca Lodge and Mick Kay.

## **Minutes of last meeting:**

Proposed by Linda. Seconded by Roger.

All reports should begin with any actions from the last meeting.

The polo shirt discussed at the last meeting would only be for outside events. This to be put on hold for now.

## **Actions for next meeting:**

All – Check the AIM courses for anything appropriate.

All – Send Terry any updates for the website.

Bob – order fire safety door closing appliance.

Roger and Spencer and the leaflet committee will design the layout of the labelling, and the set up committee the exact wording. This will ensure the same format across the museum.

Viv – ask Nick to redo our bill to show the disabled ramp etc. separate from the general building renovations, for VAT purposes.

Mike – send letter of thanks ESW (Paula) for their help.

All – volunteer needed to look into and complete the Gift Aid return.

Bob – give brief description of the Treasurers job.

All – look at Income and Expenditure form (already circulated) and report back to finance committee.

Terry – go ahead with purchase of the computer.

Mike – submit full list of names for the benefactor's board.

## **Sub committee's updates.**

### **Set up subcommittee report.**

Viv chairman, Sue secretary, David and Mike committee members.

Minutes previously circulated.

We must ensure the Fire Escape alley way behind PE is kept clear at all times. The fire risk needs to be investigated. Window lock keys need to be placed around the museum. It was decided to go ahead with the automatic door closure device. Cabinets need to be decided upon and artefacts bought into the museum. It has been confirmed by our Insurance Co. that access via the fire escape is permitted for group and school visits

The Takeonemedia TI stand is scheduled to arrive in January.

### **Newsletter subcommittee report.**

Roger voted in as chairman, Mike as secretary, Spencer and Alan committee members. A new version of the museum leaflet is being produced, with comments/observations being taken into account from

the committee. It was suggested that as many shops as possible display the museum leaflets in a holder (with museum logo on) supplied by us. Mike has some quotes. Roger to ask around the town. Also have a leaflet stand at Southend Airport.

The newsletter to change to quarterly to help reduce the cost from £1,100 to £380 a year, but each addition to increase to 8 pages. Where possible encourage Friends to receive the newsletter by email or to collect from the museum when open. Articles for the newsletter to be kept to 150 words.

Advertisements to be designed by the advertisers, and changed for each new newsletter to keep it looking fresh.

#### Finance subcommittee report.

David chairman, Viv secretary, Mike and Bob committee members. David and Bob visited ESW accountants for advice on the museum accounts (Paula was impressed that questions were submitted before the meeting, to enable her to prepare). ESW will charge us £1,500 to audit the accounts; it was decided to formally appoint them as our accountants for the next financial year. Proposed by Bob and seconded by Viv. The museum charity was set up on 28<sup>th</sup> November 2014; therefore the end of year accounts will be approximately one year from this date on 30<sup>th</sup> November. We then have 9 months to complete the accounts. We need to have the accounts available for the Charities Commission, the HMRC and the HLF.

Each subcommittee to have a set budget, and put together a recommendation of how much they need.

#### Any Other Business.

Linda and Alan reported the Friends are now at 589.

Margaret awaiting response from ERO regarding the Passport scheme.

There are 2 keys for the storage unit. One will be kept at the museum the other with Mike.

Sue, Viv and Gemma to organise the next quiz.

A calendars/Christmas cards subcommittee to be set up in May/June.

John Anthony have been given the go ahead to produce the outside signage, and Peter of Rawreth Lane to produce the benefactors board. Wallakers to be mentioned for their contribution separately.

A regular date each month for committee meetings, to be written in the diary.

The grandfather clock should be back in the museum in January.

New artefacts include: 6 Rayleigh plates, stereo viewer and slides, silver trophy & a brass plaque.

All the new subcommittee minutes will be available on the website.

Wifi will be available in the museum.

New sub committee's to be set up include, volunteers, coach trips, schools liaison, weddings, friends group & events. A maximum of 4 people on each committee.

**Date of next meeting; Friday 22<sup>nd</sup> January 2016 at 9.30am.**