

Rayleigh Town Museum Working Party Meeting

Held at Rayleigh Town Council Offices at 9.30am on Friday 30th January 2015.

1. Attendees:

Mike Davies, Viv Irvine, Spencer Welsh, Terry Joyce, Alan and Linda Davidson, Eddie Dray, Margaret Johnstone , Tony Harvey, David Pymer, Trevor Rand, Sue Smith and Gemma Smith.

2. Apologies:

Rebecca Lodge, Kerry Cumberland, Cheryl Roe and Roger Alluid

3. Minutes of last meeting proposed by Spencer and seconded by David.

Meeting opened at 9.40, owing to overnight snow 3 members delayed (Sue, Gemma & David) In Sue's absence minutes started by Viv.

4. Mike - News –

- 12 photo frames have been donated by RTC, previously used for photos of chairs of RTV but all being updated.
- Railway /Rayleigh have offered to get cover cost of children's painting winners from competition produced for the station display. They also have offered the use of a framed display for notices etc. for RTM.
- Reminder to look at all the AIM literature recently sent out by email
- Mike had meeting with Metro Bank representative. Plans for a branch at Southend and in 2016 at Rayleigh, in what is now Halfords at the Weir. They will have a community a/c so may be worth looking at when open.
- RAVS has been contacted about more volunteers for various roles e.g. grants/funding & publicity
- May need to look at sub committees if working party expands too much, with chair of each attending monthly meetings. Mike asked everyone to see if they can find anyone suitable
- Job roles – ideally all of these need to be filled as HLF would like us to have a backup on every job.
- Roger Alluid now confirmed in commercial sponsorship/benefactors role. We have put £2000 pa as income from this and Roger has told Mike he thinks this achievable. If a single large donation made the sponsor could have an item or room named after them , otherwise would be listed on sponsorship board
- HLF form needs to be completed by 2nd week of February at the latest so that we get an answer by end of March if possible.
- Reminder that HLF not the only funders & we all need to look at any other option available for future grants.

David, Sue & Gemma arrived 9.55 & Sue took over minutes.

5. Update of individual tasks.

David has spoken to HMRC who have advised that it will take 8/10 weeks to register for VAT. Through a family connection our VAT returns can be completed for £600 per annum. Building works are zero rated, other items will have to be checked as VAT rates vary.

Viv and Sue have been working on the project plan and the costings. The quiz tickets are now printed off. It was decided that Friends tickets would be £5 and non-friends £6. Mike thanked

Viv's daughter Karen, for the excellent 3D pictures of the museum. Terry was asked if these could be placed on the website.

Margaret has visited Wyburns, Edward Francis, Rayleigh Primary School and Our Lady of Ransom (who are interested in having a slide show/presentation) to raise awareness of the museum's educational facilities. Feedback generally positive. Margaret is also going to contact local Scout Groups etc. RRVS will have a list of contact names. Pizza Express offer community educational facilities, which maybe looked into.

Tony has been working on the costings for the gas and electricity. The floor loadings also need to be sorted, as we need to know the capacity of the museum. Mike has contacted John and RDC. We also need to obtain a Fire Certificate, and find out if there is a cost.

Spencer is awaiting costs of the signage. RDC are recommending small signage and ECC Historic Buildings Advisor insists that the signage is made of individual wooden letters. Donations box is under restoration. Viv and Spencer to compare notes on costs of the signage for the HLF application.

Gemma has produced a draft wedding leaflet, detailing costs of weddings. We need to show the HLF that we have taken professional advice.

Alan and Linda advised that we now have 250 Friends. All membership cards have been sent out. The membership list should only be available for viewing on a "need to know" basis. Alan is to be a signatory on the bank account. Mike has found someone to produce a Friends Newsletter (awaiting confirmation).

Terry stated the website has had 3006 views this month, with a monthly average of 501. On Facebook there have been 189 "likes". Mike asked if these could be used as support letters for the museum. Link from the website to netmums. Terry hoping to attend the tweet up course in March.

Trevor has looked into storage costs. Safestore charge between £1000 and £2000 @ year. Trevor has visited PMS who have said if we had an exclusively designed deer, we would have to have a container load full, which would make the cost prohibitive. Other deer's would cost about £4.98 + VAT, but we would have to order 1000. The need for a museum mascot is still a must. Trevor bought along the Windmill Handbook as an example of the kind of handbook we will need at the museum. We must make sure it is worded correctly.

6. Any Other Business.

Ian Ward took the Working Party photographs for the Volunteer lanyards.

RRVS have been asked if anyone would be available to be our Grants Officer.

We still need a Press Officer.

The RDC have funding available, can anyone look into it?

Can someone organise a trip to Olympia to visit the Museums and Heritage Show. Costs to be met by the museum.

The Rayleigh Review will run our Friends application form again in the next issue.

Sue and Viv to attend the Tourism Forum at Rochford Golf Club.

Viv and Sue to look into producing a leaflet on the history of 91 High Street.

Mike, Viv and Sue are meeting on Friday 6th February to try and complete the HLF application.

David working on VAT.

7. Pre meeting email from Mike.

I have instigated the proposal that E-mails are only sent to project leaders so you should have seen a reduction in number. David and Sue have requested sight of all otherwise you will only see those relating to your project, unless the matter is relevant to all.

The Working Party will determine high level policy and concepts (which will become the roll of the Trustees) and then the sub-committees (such as Schools Liaison with Margaret and myself –or Friends with Alan/Linda and myself) will determine the detail—will become the Management Group.

For example the WP will decide we will have roller banners (Adverts/Friends/Schools/history of 91/volunteers needed/whatever) and the subcommittee will decide the specific detail. Decision by 11 people does not work !!!!!. The subcommittee will then report back (in writing) to the WP to discuss further as necessary.

I have booked a provisional place for us on a Museum of London training course in June (relating to Trustees responsibilities)—I am happy to attend unless another Trustee wishes to.

I have suggested a visit to the Museums and Heritage show in London in April. So far only response is from Margaret (who cannot attend)

I have approached RRAVS for a "Grants" officer to locate and act on all funding opportunities.

I have circulated a note from RDC re possible grant funding, asked for a member of the WP to investigate. To date.....

Name Badges—photos at meeting—badges within a few weeks, before the Quiz.

I am in discussion re items for the Museum (Regal projector—Lych gate) agreed in principle, confirmation awaited.

I am awaiting a response from Rayleigh Rotary re donation (I have chased)

I am awaiting a response from Rayleigh Lions re donation (slide show on 17th Feb)

2 new potential WP Volunteers identified (Michele Maton and Dave Windle)

Tourism Forum—Sue to attend. It is important that we are represented on this group.

Roller banner in hand with Azzuro.

Various phone calls with the press re HLF (we need a press officer)

I hope to have a commercial sponsorship officer on board by the time we meet.

50 "professional" internal photos taken by "Nostalgia Works" which will form part of the story of 91 High Street for information panels.

Working with Sue & Viv and others on the reapplication.

And finally..... The more I learn about this project the more I realise that to date our tasks have been (in the main) simple straightforward and easy. After we get Lottery funding the workload will increase dramatically. We will need more people on board and I would suggest each of us look at our projects and start (if not already) preparatory work NOW. Putting off till later is not advised!!! One of the reasons I would like at least 2 people on each sub project. The documentation trail that MUST accompany each and every task will be more than any of us appreciated. Perhaps one of the disadvantages of us being a Registered Charity.

These notes to form part of the minutes but I will not read out (to save time) but happy to answer any questions.

8. Date of Next Meeting.

Friday 27th February 2015 at 9.30am at the Rayleigh Town Council Offices.