

# RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Held at Rayleigh Town Council Offices on Friday 26<sup>th</sup> June 2015.

## **Attendees:**

Mike Davies, David Pymer, Trevor Rand, Roger Aillud, Spencer Welsh, Alan and Linda Davison, Viv Irvine, Sue Smith, Gemma Smith, Margaret Johnstone and Cheryl Roe.

## **Apologies:**

Rebecca Lodge, Kerry Cumberland and Terry Joyce.

## **Minutes of last meeting:**

Proposed by Spencer Welsh. Seconded by Roger Aillud.

## **Matters Arising/Updates:**

Mike is away from 1<sup>st</sup> July to 22<sup>nd</sup> July, but can be contacted by email.

ALL REPORTS TO BE SENT TO MIKE A WEEK BEFORE THE MEETING, ALLOWING SHARON TIME TO CUT AND PASTE TO RTC.

A Press Officer is still needed.

Margaret: Working on the Futurelearn Course. Visited Liverpool Museums. Visited Sweyne Park School discussed Key Stage 3 curriculum. Sweyne are interested in following the stories of WW1 soldiers from Rayleigh and also the changing face of Rayleigh. Students from the History Hunters at Sweyne are cataloguing parts of Rayleigh cemetery. Details are required so we know what the schools would like us to do. With Mike visited Edward Francis School. This afternoon visiting Fitzwimark School.

Spencer: Nothing further to report.

Trevor: Nothing further to report.

Roger: The newsletter will be printed before Mike goes away. Details of the calendar offer (£4 instead of £6 until the end of July for Friends) and the coach (Kirby's) trip to Harwich on the 16<sup>th</sup> October with a £2 reduction for Friends will be included. Roger Berry will write an article for the newsletter. Roger also in discussion with Charfleets.

Alan and Linda: 493 Friends to date. It was decided to issue a Press Release when 500 is reached, and inform The Heritage Lottery. Trevor "volunteered" to design a certificate for Friend no. 500.

Sue: Helping Viv with the planning application. With Viv and Mike visited 91. Futurelearn course.

Gemma: Futurelearn course.

Viv: Design of signage and planning application. Showed details of an instant hot water tap. Bank statements handed out.

David: Still awaiting HMRC Registration number. Each person is to have their own unique reference number for documents. This will be a part of the accreditation for the museum.

Terry: Work on the new website 80% complete. Please send Terry articles for the website.

Mike: Handed out Heritage Watch leaflets. The museum has now joined. They are based at Rayleigh Police Station. Attending Trustees Course at the Museum of London.

Working with Viv, David, Sue and Spencer on the precise wording of the Lease, which is now nearing completion.

**Any Other Business:**

The museum has joined Visitessex, and will be included in the 2016 brochure.

A laser measure has been purchased. Expected PE opening date 1<sup>st</sup> December.

Anglia Ruskin University has a Tourism Management student who would like to work with us.

The Storage Unit is becoming quite full (Roger obtained 50% extra at no further charge). Good quality shelving needs to be purchased, mainly to house the newspaper binders.

Total hours worked 499.5.

**Actions:**

Roger to speak with Mr. Beckers of Rochford Disability, to ascertain any requirements for the museum.

Sue and Viv to complete a 2016 diary of events in Rayleigh.

Viv, Sue and Margaret to start accession register.

Mike, Sue and Margaret to visit Anglia Ruskin University at Chelmsford on 23<sup>rd</sup> July.

Viv to look into freecycle for museums.

Terry to look into why attachments cannot always be read by everyone.

Trevor and Margaret design a volunteer's application form. Start the Volunteers Handbook.

**All**

Send Roger any ideas for the "Spend a Day in Rayleigh" scheme.

Send Terry ideas for the website.

Send any articles for the newsletter to Roger, Alan & Linda, by the date of the next meeting. Trevor asked to write an article on the windmill.

Read the AIM Hallmark. To be discussed at the next meeting.

Send Trevor ideas for the volunteer's dress code, which will be discussed at the next meeting and then included in the Volunteers Handbook.

**Date of Next Meeting:**

Friday 31<sup>st</sup> July at 9.30am at Rayleigh Town Council Offices.