

# RAYLEIGH TOWN MUSEUM WORKING PARTY

## COMMITTEE MEETING

Held at the Rayleigh Town Council Offices on 4th March 2014 at 10.00am.

1. Attendees.  
Mike Davies, Sue Smith, Viv Irvine, Eddie Dray, Kerry Cumberland, Cheryl Roe, Tony Harvey, Spencer Welsh and Mike introduced and welcomed a new volunteer David Pymmer.
2. Apologies for Absence.  
Peter Waghorn, Ron Choppin, Gemma Smith.
3. Minutes of Last Meeting  
Proposed; Eddie Dray. Seconded; Spencer Welsh.
4. Matters Arising.  
Spencer has re worked some simpler versions of the logo for the Museum, examples where shown, and a design decided upon.  
Mike asked for everyone's hours worked for February, and informed us that over 1000 hours have been worked so far.  
Viv and Sue have been working on a draft constitution, which is needed to open the Bank Account and to accompany the application for charitable status, the constitution is now in the hands of Eric Skinner, who will re work it as necessary.
5. Heritage Lottery Fund Update. (By Mike)  
The phase 1 application has to be received by the HLF no later than 19<sup>th</sup> May 2014. It is not unusual for them to receive the papers at the 11<sup>th</sup> hour.  
Documentation has to be completed in accordance with the guidance notes, with particular emphasis on the emails we have received from Kate Brown from the HLF.  
Mike recommended that we aim to complete no later than the 23<sup>rd</sup> April, to allow time for the Essex Records Office to view and comment, and then for any last minute alterations to take place.  
Mike suggested that to achieve this, various tasks be delegated to individuals, to be worked on individually or with someone else, and submit draft forms for comments by others.  
Mike will set out a list of all the tasks, and circulate them so each of us can choose which ones we wish to deal with.  
Two key aspects that must be at the forefront of our Business Case are;  
We must evidence with specific details, the reasons why we need a second museum in Rayleigh, and we need to evidence that we will "compliment" the Windmill and not be in competition, and we have to PROVE that there are sufficient volunteers to run both centres at the same time, sometimes on the same day.  
  
Mike has asked for a formal letter from Mr.Todman, detailing rents/financial facts etc, concerning Kingsleigh House, as this needs to be included in the HLF application. We also need to ascertain a professional current market value. The HLF have advised us not to start any "work" i.e. architects, planning applications until Phase 1 has been completed.
6. Fundraising.

Sue and Viv have been looking into possibly holding a quiz night to raise some funds. Halls need to be looked at, as some church halls do not allow raffles. Viv will look into hiring the hall at Love Lane School; other suggestions were The Conservative Club and Hawkwell Village Hall. Further ideas were a curry night, or a race night. David Pymer has experience as an auctioneer and suggested we could hold a charity auction. Any fundraising efforts by us would be looked upon favourably by the HLF.

It was felt that the "Friends Group" is not viable at present, as there is not enough to offer anyone. It was decided to wait until Phase 1 of the funding was agreed.

7. Any Other Business

After looking into various different bank accounts, it has been decided to open a Community Account at Barclays Bank.

Mike has received details of another possible volunteer for the Working Party, Laura Hyde.

8. Date of next meeting.

The next meeting will be held at the Rayleigh Town Council Offices at 10.00am on Thursday 3<sup>rd</sup> April 2014.

The meeting closed at 11.00am.

<u>ACTION</u>	<u>BY WHOM</u>	<u>TO BE COMPLETED</u>
Advise Mike on hours worked	All	By end of the month
List of tasks for HLF application	Mike	11 <sup>th</sup> March
Constitution	Eric Skinner	ASAP
HLF Application	All	23 <sup>rd</sup> April 2014
Ascertain price of Freehold Of Kingsleigh House	Mike	ASAP
Valuation of Kingsleigh House	Mike	ASAP
Logistics of Fundraising at Love Lane School.	Viv	30 <sup>th</sup> March 2014