

## RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Held at 9.30am 26<sup>th</sup> October 2015 at Rayleigh Town Council Offices.

### **Attendees:**

Mike Davies, Sue Smith, Viv Irvine, David Pymer, Spencer Welsh, Terry Joyce, Margaret Johnstone, Alan & Linda Davison, Roger Aillud and Cheryl Roe. Mike welcomed Robert Smith who has joined the WP as the Treasurer.

### **Apologies:**

Gemma Smith, Rebecca Lodge and Kerry Cumberland.

### **Minutes of last meeting:**

Proposed; David Pymer. Seconded; Roger Aillud.

### **Mike's moan:**

Could everyone please start their monthly report with an update of actions from the previous meeting along with their hours worked.

### **Individual Tasks:**

David: Reported the ongoing complexity of VAT, further complicated by our CIO status. Still trying to find out if we have to pay VAT on the rent. The Charities Commission return is due after the accounts are audited. If we haven't heard back from MAPP by the end of October we need to find an accountant who is compliant with current CIO legislation to audit our accounts. We need to decide when to apply for Gift Aid, and have a small subcommittee to deal with this, possibly once a year. David and Margaret currently have 32 volunteers who will be sent an application form (Data Protection compliant) later this week. Interviews/introductions are planned to take place in late November.

Margaret: Reported the Heritage Trail leaflets have now been distributed to all the local schools. Margaret is unable to attend 2 of the museums in schools courses at the ERO on 25<sup>th</sup> November and 11<sup>th</sup> December. Edward Francis and Our Lady of Ransom are both celebrating 50 years in 2016, we need to have advanced warning of any help the schools may need in putting together an exhibition.

Spencer: Was thanked by David for designing the cover of the Volunteers Handbook. Spencer has several old photographs of 1940's school groups which he is researching. Spencer has been looking at a RTM lapel badge.

Roger: Reported the Christmas cards and calendars are selling well. With several events coming up, it was decided to order another 100 calendars. Adams has offered the use of their window for any displays. Roger stated we need a consistent profile/corporate image. A museum leaflet was handed around, designed by Paul Wilkins of Azzuro. 1500 have been printed. Barclays Bank may help with the Benefactors Board. The Harwich Coach trip went very well, and plans are for further trips in March/June/November of next year. Staceys suggested The Wallace Collection. Still waiting to hear from Charfleets about a possible parking space behind the museum. Roger was thanked for all his hard work.

Alan and Linda: Reported there were 2 takers for the £10 M&S voucher. A name was pulled out of a hat. Possible photo opportunity. Members now number 542.

Friends Membership. New members joining on or after 1<sup>st</sup> February will receive 3 months membership free, when joining by standing order. £10 for single membership and £15 for a family at the same address. If not by standing order the fee will be £13 for single membership and £20 for a

family. The system must be kept simple. Too many variations will make it difficult to run. Junior membership has been looked at, but children are already free when included in the family membership. Life and Corporate membership will be reviewed next year. It was proposed by Linda and seconded by Spencer that an amount will be transferred from the friend's bank account to the museum bank account.

Sue: Reported that the quiz rounds are now complete. With Viv has been looking at stock for the shop and designing a reception desk for the museum. Sue is compiling a list of possible speakers and exhibitions for next year. A certificate has been designed (for completing the quiz in the museum). Membership of Friends of Historic Essex looked into. Obtaining quotes for the outside signage.

Viv: Has made contact with a lady who has sign language skills. With Mike, David and Sue has opened 2 new bank accounts at Barclays. Viv is still battling with BT to connect our phone lines. DBS checks will cost us £8 each. Research into Mr. Kemp the clockmaker. Joined NCVO which is free.

Terry: Reported the website is ready to launch, hopefully next week. The website will include an events page to include the coach trips etc. The newsletter will be available on the website a month after issue, to allow Friends to read it first. Terry has been in contact with Rayleigh IT, for our computer requirements etc. They will visit the museum to advise. We must ensure the projector screen can be seen from the back of the Regal Room.

Mike's report and AOB:

1. Total hours worked during the last month 627.5.
2. Front door bell will be screwed to the wall or door on the left of the door. Gemma suggested we have an intercom in case anyone needs help in the downstairs lobby.
3. It was decided to obtain a PO box number for post at the museum due to lack of space for a letterbox.
4. Della identifies Grant Providers, passes to Mike who needs to find someone to deal with all the application paperwork.
5. 2 returns have been requested by the HLF (funding and progress report).
6. Linda and Alan may have a contact who can deal with the Charity Commissioners.
7. No contact from Anglia Ruskin, we will await response.
8. We must find a solution to the utilities issue. Gas/water/electric/business rates etc.
9. Door mat for front door needed.
10. 2016 events for leaflet needed ASAP. We need to book events around our sponsors requirements.

There will be private limited openings at the museum next year, before the official opening. The Visit England report from the Windmill was made available to read. One of the recommendations was for stewards to be uniformly dressed. It was suggested that white shirts and black or navy trousers/skirts be worn, with sensible shoes. A lanyard and/or name badge to be worn at all times. Mike thanked Kerry, Cheryl and the ladies who prepare the council chamber for us, for all their help. A card and chocolates were presented.

Mike has purchased a Remembrance wreath in the name of Rayleigh Town Museum. Mike would like a member of the Management committee to take turns to lay the wreath each year.

**Actions:**

Mike, Spencer and Bob to meet and measure the Bakers cart.

All: Can anyone attend the training courses on 25<sup>th</sup> November and 11<sup>th</sup> December at ERO.

All: Any Articles to Roger for the newsletter by 5<sup>th</sup> November please.

All: Rota will be sent out covering upcoming events, if anyone can help please add your name.

Mike: Contact Talking Newspaper to enquire if they would be interested in the Newsletter.

David and Terry: Look into any possible (Cyber) security issues on the computer and phones.

Linda: Email Sue contact for wooden signs.

Sue: Send Mick (the new press officer) the quiz poster.

Mike, David, Viv and Bob to form a small subcommittee to review the annual income and expenditure. To meet every 3 months.

Mike, David, Viv and Sue to form a small subcommittee to deal with the logistics of opening the museum.

All: We need a Grants Officer, to look into any available funding.

All: We also urgently need a Utilities Officer.

Viv and Sue to look into a "Welcome to Rayleigh Town Museum" mat.

Sue and Viv to apply for a Christmas tree at Holy Trinity Church and decorate it.

All: Ideas for the Benefactors/Sponsors board. Where to situate it, how to add names, what to have it made from.

Sue: Check if we are members of AIM, if not join.

Date of next meeting Friday 20<sup>th</sup> November 2015 at 9.30am to be held at the museum?