

RAYLEIGH TOWN MUSEUM WORKING PARTY

COMMITTEE MEETING.

Held at Rayleigh Town Council Offices on Friday 26th September 2014 at
10.00am

Attendees:

Mike Davies, Spencer Welsh, Tony Harvey, David Pymer, Kerry Cumberland, Cheryl Roe, Viv Irvine, Gemma Smith and Sue Smith.

Apologies:

Eddie Dray, Trevor Rand and Terry Joyce.

Update on Present Position:

Trevor submitted a written report by email. Gemma has updated the website, request for more information to be included. Spencer has completed the museum donation box; a donation of £20.00 has already been received. Viv and Sue gave an update of the quiz night. Tickets are now on sale, posters were handed out for display. RTTLG have kindly donated a trophy for the winners. Team names are required so the winning team can have their name engraved on the trophy.

Cheryl and Kerry on behalf of Rayleigh Town Council kindly handed a cheque for £2,000 payable to Rayleigh Town Museum to Mike to be paid into the bank account. The resulting photo to be added to the website. This now brings the bank balance to £5,000 Mike has given Eric the go ahead to register the museum as a charity.

The Trustees were asked to sign a new trustee's form.

We must confirm our sustainability to the HLF; one option is to hold weddings at the museum. There is a cost of £1,700 to register which is valid for 3 years. We would not clash with the Windmill as the museum could seat more people. We would have to apply for change of use.

David volunteered to look into this and produce a business plan.

Although the wedding concept is an excellent idea we must find someone to be a wedding coordinator (who will design leaflets, attend Wedding Fairs, show people around, design the website) before we register and commit to this project. Therefore Weddings will not be in our finances to the HLF.

Sue has done some work towards the Activity Plan, Viv volunteered to look at the Conservation Plan, Tony volunteered to look into the Management and Business Plan and Mike is dealing with the Business Plan. We need to ascertain if the museum will be VAT exempt, can anyone find out?

Mike asked if each of the Trustees could forward a brief CV, relating any relevant to the museum experience they may have.

Terry's costings were reduced as costs need to be in proportion to the museum.

Alan and Linda have volunteered to set up the Friends Group.

Further volunteers needed to produce a Museum leaflet by the December meeting. Would RDC contribute towards this?

Holy Trinity Church are holding a Christmas Tree Festival, RTTLG have kindly offered to purchase a Tree at £25.00. The tree to be decorated with a museum theme, to raise awareness. Sue, Viv and Viv's daughter to decorate. David and Viv mentioned salt dough models of 91.

Cheryl asked if the Museum donations box could be made available at the Council meeting, as the Echo may be attending.

Any Other Business.

Final costings to Mike by 1st October please. Could everyone read.

Spencer has produced some plans for signage (required by HLF).

We understand "Yours" (91 High Street) will probably remain open until the New Year. Mike has spoken to the Building Controls Officer who has advised "pre advice" will cost £380 and further charges of £380 for site visits once work starts. Mike will see if charges can be reduced. Would RDC contribute? Perhaps within RDC Voluntary Groups small grants scheme? Details circulated separately.

Date of next meeting Friday 24th October 2014.

Meeting finished at 10.50 am.