

# Rayleigh Town Museum Management Group Meeting Minutes

## 28<sup>th</sup> April 2016

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Viv Irvine, Gemma Smith, Roger Aillud, Alan Davison, Linda Davison, Spencer Welsh & Cheryl Roe

### Apologies

Margaret Johnstone, Rebecca Lodge, Mick Kay, David Pymer, Terry Joyce, Karen Vassallo

### Minutes of Last Meeting, Matters Arising, Monthly Reports, Actions Outstanding & Subcommittee Updates

Minutes agreed. Proposed by Spencer. Seconded by Alan.

### Actions – Additional information

Mike advised that David had placed version 4 of the Opening/Closing procedures in the folder behind Reception. Any suggested amendments/new procedures should be advised to David/Margaret so that the document can be updated.

Alan advised that he had just this evening supplied and plugged in a permanent light for the stereoviewer to replace the battery operated one. The switching on/off of the relevant wall socket would need to be added to the Opening/Closing Procedures. Mike suggested that in this instance this be minuted as an action rather than needing a separate communication to David/Margaret.

Mike advised that Margaret has purchased a locked storage box for medical/emergency information and will be completing the details for each of the volunteers so that the box can be stored in the Museum for referral to if needed.

Linda advised that the new membership cards for delivery will be available in batches each week and will be placed in the Museum for collection by the relevant 'deliverer'. An email advising when cards are ready to collect will also be sent to the person who volunteered to deliver.

Sue advised that the British Legion had now been booked for the 9<sup>th</sup> December for the Christmas Quiz. They are charging the very reasonable price of just £20 for the hire. However this means that all drinks must be purchased at their bar although nibbles may be brought in by attendees. The inexpensive hire price also means that the ticket price can be kept the same as before. Sue also requested that if anyone has any suitable raffle prizes please pass them to her.

Mike advised that Karen is in the process of designing a new income form.

Mike advised that Terry is still investigating the MODES software.

Mike advised that the Charity Commission submission of our accounts has been acknowledged and David would like to record thanks to Paula Fricker of ESW for her help.

Roger advised that he has had an initial discussion with Pizza Express and it is looking very hopeful that they will confirm a 25% discount on food for Friends members on Mondays & Tuesdays. He will be having a further meeting to confirm details.

## **Reports – Additional Information**

Alan & Linda advised that due to new procedures in some banks regarding the set-up of standing orders it would no longer be possible for initial membership payments to be made by standing order therefore all new members would need to pay firstly by cash or cheque and then if willing complete the standing order form for payments to start 1<sup>st</sup> May 2017. New application forms (version 12) have been produced and printed.

Viv advised that she could do with an extra volunteer Steward for Saturday 30<sup>th</sup> April morning. Sue volunteered to help out.

Mike advised that on Wednesday morning one of the volunteer's was unable to attend at the last moment due to illness and therefore there was only 2 on duty. He requested that we have a sign available for the door 'Museum closed due to unforeseen circumstances' in the hopefully unlikely event that there is only one person at the Museum in which case it cannot be opened. Sharon will produce something suitable.

Mike advised that Terry had requested that everyone review the website/Facebook regularly and advise him of any updates needed/errors as soon as possible.

Gemma mentioned that Twitter is still stating 'opening in 2016' and needs updating.

Roger advised that he has met with Marks & Spencer who are very keen to get involved with the Museum. As part of that involvement they hope to give a cash donation and would like to claim Gift Aid on it if possible. Karen to advise Roger about this.

## **Opening Review**

Everyone felt the opening went well.

The buffets was very good and well presented with good service and help generally from the Spread Eagle.

Viv advised that the representative from the HLF was impressed with the Museum and commented that the money appeared to have been 'spent well & spent economically'.

## **A.O.B**

Mike advised that a Museum sign will be added to the black tourist signs in the High Street but the cost of the brown tourist signage by the roadside was prohibitive so this would not be pursued further.

Mike confirmed that we have re-joined Visit Essex as a previous 3 year membership commitment had been made.

Mike advised that a university student has volunteered to work in the Museum for every session for 4 weeks starting 25<sup>th</sup> May as part of her work experience.

Mike advised that he had visited Bullwood Hall, both the old house & the old prison buildings and that the property company which now owned the site had expressed interest in sponsoring the Museum. He will liaise with Roger about this.

Mike advised that ideally the Museum could do with a Marketing/Publicity Officer so if anyone knew of someone who might be interested in such a role please let him know.

Mike advised that the Benefactors Board now had 8 names to be added to it so Roger will arrange for it to be updated by the sign writer.

Mike advised that RDC had agreed to 6 months free advertising on the waste bin out outside the Museum by the flower bed.

Mike advised that it is considered best practice for there to be at least one Trustee who is totally independent of the group. With this in mind he has 3 possible names so far. This will be discussed and progressed at the next Trustee meeting.

Mike confirmed that he had contacted Peak Security regarding an extra CCTV camera for the downstairs lobby.

Mike advised that the manager from Gainsborough Carpets who supplied the 'red carpet' has in principle agreed to replace it for free when required.

Mike advised that the total hours for the whole Management Group for this month was 1142.

### **Working Party Plaque**

From feedback from Management Group members by email, monthly reports and discussion in the meeting it was agreed that a plaque should be produced using the words and names as quoted on the back of the opening programme. This should also be headed 'Rayleigh Town Museum' & dated '9<sup>th</sup> April 2016'. It was also agreed that the style and format should be the same as that of the 'Mark Francois Plaque' and therefore Recognition Express who produced this will be approached to manufacture it. The location of the plaque will be decided once it has been produced and it can then be seen where it best fits. Sharon will contact Recognition Express for a quote.

### **Frequency of these Meetings**

From feedback received and discussion it was decided that for the present the meeting would continue on a monthly basis. This would be reviewed again in 3 months.

### **ACTIONS**

1. David/Margaret – update Opening/Closing procedure re new Stereoviewer light
2. Sharon - produce note for door in event of need to close unexpectedly due to lack of Stewards
3. Terry – update Twitter
4. Karen – advise Roger on Gift Aid for Marks & Spencer donation
5. Mike - liaise with Roger regarding Bullwood Hall owner's possible sponsorship.
6. All – any suggestions for someone outside of current group who might be willing to take on Marketing/Publicity role.
7. Roger - arrange for Benefactor's Board to be updated by sign writer
8. Sharon – contact Recognition Express for quote for Working Party Plaque.