

Rayleigh Town Museum Management Group Meeting Minutes

22nd December 2016

Attendees

Mike Davies, Sharon Davies, Sue Smith, Spencer Welsh, Linda Davison, Alan Davison, Viv Irvine, Gemma Smith, Terry Joyce, David Pymer, Margaret Johnstone, Karen Vassallo, Cheryl Roe & Trevor Rand (from 8.30pm)

Apologies

Roger Aillud, Mick Kay, Sheila Chambers & Rebecca Lodge

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

Minutes agreed.

Proposed by Alan & seconded by Terry.

Actions – Additional information

1. Contact made. Plans of Dutch Cottage required to progress further. These are available in the Museum in the map trough. As they are quite large and on a fixed backing board Terry will take a photo of them and pass on to Spencer.
2. Completed
3. Completed
4. Completed – Cheryl advised that RTC always find it best to contact the Echo by phone as well as email. The person that they have contact with is Katie on 01268 469310. These details will be passed on to Sheila for future use.
5. Completed
6. Ongoing
7. Completed – scheduled for next Trustees Meeting on 18th January 2017 – see also minutes below
8. Completed
9. Completed

Reports – Additional Information

Cheryl

Cheryl asked if the Museum would like some additional advertising in the Conservative Magazine InTouch. Following discussion this was agreed providing that it is clear that this does not indicate to anyone that the Museum is supporting a political party.

Cheryl advised that she thought that the Museum Christmas card designs this year were superb.

Next Trinity Fair Meeting on 17th January at 7.30pm. Mike unable to attend so needs cover from someone on Events Subcommittee.

Margaret

Margaret advised that RRAVS seems to lack understanding of Museum needs with regards to volunteers. A meeting will arranged in the New Year with RRAVS to sort out.

Sue

Keith Leedham booked for July 2017.

All agreed good selection of speakers for 2017. Well done to Sue for sorting out.

All agreed the quiz went well despite a lack of organisational ability from the BL. If same venue used for next year numbers will be reduced and an earlier entry time will be negotiated to aid set up. Cheryl & Mike both mentioned that that the BL will have a different events organiser next year so hopefully things should improve.

Gemma

No additional comments or questions.

David

David advised that it is planned to arrange 2 more Primary School 'weeks' similar to that done for Edward Francis. Mike stated that ideally he would like all the 7 Rayleigh Primary Schools to take part during the current school year.

David wanted to record thanks to Mike for all his hard work during the year.

Mike thanked David but also said not to forget that everyone else did a considerable amount of work as well and the Museum would not exist were it not for the hard work of the MG members and all the other volunteers.

Linda & Alan

Friends

Friends' membership now 678

Linda mentioned that a Friends application was put through the till recently rather than deals with as it should be. Sharon will send out a reminder in the New Year to the volunteers about how to deal with Friends application forms.

Retail

Linda & Viv advised that refunds/cancellation of till entry mistakes cause considerable problems with reconciliations. Following discussion it was agreed that Sharon will send out a reminder in the New Year to the volunteers about this as well.

Viv advised approx. two thirds of calendars sold so about 100 left. All of the Retail subcommittee (Linda, Viv & Sharon) agreed that calendars should still be available for purchase by the public for at least the first 2 weeks of the New Year. Following discussion it was agreed that the Sponsorship subcommittee should decide what to do with those left over although it was felt that giving them to Rayleigh traders free would be a good idea as it may generate some interest and possible sponsorship for next year. Mike will discuss with Roger.

Coach Trips

First trip next year is on Tuesday 25th April 2017 to St Mary's House & Garden. Further 2 trips being looked at and will be discussed at the next Coach Subcommittee meeting in January.

Maintenance

Gutters have been cleared by Terry this morning & the Fire Assembly Point sign had been fixed up. A number of other jobs had also been undertaken today including the further tightening of the back door lock mechanism and the putting up of additional information signage under the Lest We Forget plaque and the Alan Sorrell drawing.

Viv

No additional comments.

Other items covered elsewhere in the minutes.

Mick

Mike mentioned in his absence that Mick hopes to progress the DPA with regards to the Museum in the New Year.

Cheryl mentioned that as a councillor she has a considerable amount of sensitive data stored at home and therefore she pays £30 a year and completes an ICO (Information Commissioner's Office) form which gives her protection. She will send a blank copy to the MG for information as this may be something that some members of the group would wish to consider completing for themselves.

Spencer

No additional comments or questions.

Sharon

Volunteers informal meeting last week seemed to go well and the social part enjoyed by the attendees. Mike asked how often these meetings should be. Sharon & Margaret both said that they thought no more than twice a year but this would be discussed and confirmed at the next Volunteers subcommittee.

Karen

Next Finance subcommittee on 9th Jan 2017. All figures and payments in or out need to be up to date as at 31st Dec 2016.

Terry

Terry mentioned that the Datalogger had been purchased and is now in the Museum. This is a sensor which records temperature, humidity and suchlike. It will need to run for some months before any readings can be assessed meaningfully.

Mike

The 2 side panels for the Benefactors Board have been completed and the sign writer hopes to bring them in and also update the existing board early in the New Year.

Museum Priorities

Discussion of priorities scheduled for next Trustees Meeting on 18th January 2017. Mike also requested that if anyone on the MG who was not a Trustee had anything that they wanted to highlight as a priority please let him or any other Trustee know before the meeting so that it can also be discussed specifically.

Mike read out the following statement:

We have undertaken this exercise before and I am sure that we all now have our own ideas and priorities. We cannot do everything we would like to as we have neither the volunteer man hours nor the finance. However the Trustees at their meeting in January will also

discuss this issue as they are in charge of policy, planning, priorities and suchlike. However all the Trustees would like your input (especially) those who are not Trustees.

The basic priority is clear:

We open the Museum on 4 days of the week and everything else falls out of that statement.

If anyone has any views, thoughts or ideas please feel free to voice them now.

A.O.B

Alan advised that a quote is still awaited for relocation of the Stadium glass panels. He & Terry will chase up again. If nothing advised soon then they will consider looking for another person to undertake this work.

Linda suggested that the Museum would benefit from a diary system where a list of all relevant future renewal dates for things such as utility contracts, insurance agreements and suchlike is produced each month for this meeting to review to ensure that dates are not missed and that there is sufficient time to look at alternative providers where it is thought necessary. All agreed this seemed a good idea and following discussion it was agreed that Linda would draw up a spreadsheet of such items but that everyone must advise her of the relevant dates for inclusion.

Mike asked for an update on MODES. David mentioned Braintree Museum as a possible source of help for Modes and Terry said that someone from Museums Essex was at Braintree. After looking on their website he discovered that it was the Chairman of Museums Essex, Robert Rose. David & Terry will take forward and provide an update at the next MG Meeting.

Mike advised that he had been offered for the Museum to purchase a Rayleigh Clock (H Palmer) and a Rayleigh Barometer (G Kemp – same as the longcase clock already in the Museum). He & David as the Acquisitions subcommittee would be going to look at these items next week and assess the quality and worth. If considered suitable to be purchased funds will be an issue and alternative ways of raising the money to pay for them will be considered.

Mike advised that he had been asked by Amy Cotterill Museums Development Officer at the ERO to talk at a regional meeting for volunteer managers in Watford on 8th March 2017 on 'Shared Volunteer Placements between local Museums'. This arose because ERO are aware that RTM and the Windmill have a number of people who are volunteers for both.

Mike mentioned that Peter Everingham had progressed as far as possible with his road names research. A printed list of the results would be in Museum if anyone wanted to look at it.

Projector maintenance offered this year at a price of £200 rather than the usual £275. Should we go ahead with it? Following discussion proposed by David and seconded by Terry to accept this price. Terry suggested that he attends when the maintenance is undertaken to see what is involved and whether some/all of it could be undertaken by the Museum in the future. Mike will send contact info to Terry to set up appointment

Mike advised that we joined Essex Police Heritage Watch 9 months ago but have heard nothing since. He will re-contact them.

Mike advised that a new restaurant at Makro's called Dixie Diner has approached asking for some old photos to be used as part of the decor. Some security protected images have been provided and a fee of £300 requested for the Museum if they are used.

Mike has collected some other Museum's feedback forms that can be looked at for ideas for the RTM forms. Should this come under Events or Design or Volunteers subcommittees? Agreed that Design subcommittee should decide the layout but that Events subcommittee should decide the content.

Mike advised that Bob Milne had told him that the buses on the no. 1 route now have the opportunity to show DVD presentations. This could possibly be an additional advertising method for the Museum. As there will be costs it was felt that it might be best for Roger to follow up on initially to see if any sponsorship deals were possible. Mike will discuss with Roger.

Mike advised that the search for the Wyburns School time capsule is still ongoing but hopefully progress will be made in January.

Mike advised that he has been informed that the stock of Echo Newspaper photographs may be heading for a skip. He has a contact on the 'inside' which will keep him informed and hopefully arrange for the Museum to have at least those that relate to Rayleigh.

Date of Next Meeting

Thursday January 26th 2017 at 7.15 for 7.30 pm

ACTIONS

1. Terry to photograph the Dutch Cottage plans and pass to Spencer
2. Mike to ensure that Sheila is made aware of the RTC contact at the Echo Newspaper.
3. Events subcommittee to arrange for someone to attend the next Trinity Fair Meeting on 17th January as Mike is unable to attend
4. Sharon to send out a reminder note to volunteers regarding dealing with Friends applications
5. Sharon to send out a reminder note to volunteers regarding refunds and cancellation of till items
6. Mike to discuss with Roger the disposal of the unsold calendars
7. Cheryl to send everyone details of the DPA ICO form for information
8. All to ensure that finance figures are up to date as at 31st Dec 2016
9. All of those not Trustees to advise any subjects that they would like considered as a Museum priority for the discussion at the next Trustees Meeting on 18th January
10. Linda to produce a diary spreadsheet
11. All to advise Linda of items for inclusion in the diary spreadsheet
12. Terry & David to liaise and progress practical demonstration of MODES by another Museum already using it and update everyone at the next MG meeting
13. Mike to forward details of Projector Maintenance contact to Terry
14. Terry to set up an appointment for the projector maintenance
15. Mike to discuss DVD presentations on no. 1 bus route with Roger.