

# Rayleigh Town Museum Management Group Meeting Minutes

## 26<sup>th</sup> January 2017

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Spencer Welsh, Linda Davison, Alan Davison, Viv Irvine, Gemma Smith, Sheila Chambers, David Pymer, Margaret Johnstone,

### Apologies

Roger Aillud, Mick Kay, Rebecca Lodge, Terry Joyce, Karen Vassallo & Cheryl Roe

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

Minutes agreed.

Proposed by Spencer & seconded by Alan.

### Actions – Additional information

1. Completed
2. Completed. Mike also advised that Echo reporter Emma Palmer is in due course planning to do a double page spread relating to the Museum and the archives
3. Completed
4. Completed
5. Completed
6. Ongoing. Mike advised that FYN have sold 7 & Squires 16
7. Cheryl has advised that there are a number of different scenarios so it is best if the Museum refers to the ICO website to ascertain what is best. Sue mentioned that she had looked at the website and found it very clear and easy to use.
8. Completed
9. Completed
10. Completed. The diary will become an agenda items going forward.
11. Completed
12. Work in progress
13. Completed
14. Completed
15. Ongoing

### Reports – Additional Information

#### Margaret

Margaret advised that there was meeting due with SEEVIC regarding a special needs student looking for experience.

#### Sue

Sue is looking in to possible alternative venues for the December quiz but so far none has been as reasonable in price as the British Legion.

The new children's activity (mediaeval quest) is almost complete

An 'emergency' quiz has been produced which can be used if required by circumstances such as a speaker not turning up on the night of an event. Linda mentioned that she has a local related pictures quiz which had been used in the past by the WI that could also be kept in reserve in case of need.

New hardwearing outdoor mat has been purchased and is now in Museum and available for use.

#### Gemma

Hours were not noted on report. Figure is 20

#### David

David advised that he and Mike had visited Peter Malcolm, head teacher at Rayleigh primary. The school has a 2 year project planned which includes a Victorian class room, a Victorian chop, a WW1 trench and a WW2 shelter. They are seeking advice and assistance from RTM where possible.

David advised that he and Margaret had met with Paul Wilkins from Azurro regarding the printed ephemera collection booklet that is being worked on. Terry was also in the Museum at the time and as part of the discussion it was agreed that the information would be primarily internet based and that Terry would be working on and producing a website page to cover it.

#### Linda & Alan

##### Friends

Friends' membership now 679

From 1<sup>st</sup> February Friends joining will be able to have some extra months of membership (max 3) until the renewal date of 1<sup>st</sup> May 2017. Details will be displayed in the Museum but volunteers need to be made aware as well. Sharon will include this info in the next Volunteers Newsletter.

#### Coach Trips

Further 2 trips for this year have now been booked. Beccles & Somerleyton Hall on 20<sup>th</sup> July and Deal & Walmer Castle on 3<sup>rd</sup> October.

#### Maintenance

It is hoped that the stadium panels will be in place by the end of February

#### Viv

No additional comments or questions.

#### Mick

Mike in Mick's absence referred to the mention in his report regarding 'privacy' wording at the end of emails. Mike mentioned that Terry is already doing this on his emails and that the wording he is using would be fine for everyone to add to their own emails below the logos.

#### Spencer

No additional comments or questions.

#### Sharon

Retail have now fully paid back the original set up loan from the main account and have recently made a further transfer to the main account of £800.

Retail are at present looking into the possibility of selling a fold up shopping bag.

#### Mike

No additional comments or questions. Other matters covered elsewhere in minutes.

## **Museum Priorities/Budgets**

Budgets - Reminder to all to advise Finance of any known/planned expenditure higher than £100.

Priorities – continuing to be looked at by Trustees.

### **A.O.B**

Sue mentioned that her brother Gavin was hoping to come in to look at the beams next Sunday. Mike requested that no action be undertaken until Terry has had a chance to consider and the recommendations are agreed by the Buildings Survey Subcommittee.

Sue mentioned an upcoming meeting booking for the Rayleigh U3A which is in fact a hiring. As yet there is no agreed fee for hiring as the new hiring SC haven't met yet. It was confirmed that a fee of £20 an hour be charged as was previously agreed by the Events Subcommittee. Sue will contact the group to advise them of the fee.

Viv mentioned that the words in the Newsletter relating to the Somme film showing were not those requested by the IWM who have very strict guidelines. She will send the words to Alan for the next Newsletter.

Mike advised that the Museum needs to hold a fire drill with full evacuation including use of the Evacuchair before the 9<sup>th</sup> April.

Mike advised that should be a regular weekly test of the fire alarm. No one appears sure exactly how to do this. Sharon mentioned that she thought there was an alarm key in the key safe that should be used but didn't know anything further on the procedure. It was also noted that Pizza Express must be made aware of any regular testing to avoid misunderstandings. It was felt that the set up would probably come under the control of Maintenance but it might be best to wait for the renewal of the fire certificate (due 20<sup>th</sup> Feb) when correct procedural details could be requested of them.

Mike reminded everyone that as soon as the date of the next meeting for any subcommittee is known it must be advised the same day to Terry (using his 'Dates' email address) for the website calendar and also noted in the physical bookings diary.

Mike advised that the next Newsletter is due for publication on 1<sup>st</sup> April so articles should be submitted to Alan ideally by mid-February but definitely by the first week of March at the latest. Articles required are Frederick Outten (already completed), Echo Archives work, Trinity Fair, Speedway Stadium, the new clock and barometer. Roger is looking for between 500 and 750 words with an intention that the Newsletter may have more photos and less text.

Mike advised that the lift button problem has resurfaced on occasions. If this happens please make sure that a note is made in the signing in book so that evidence is available for discussion with the lift company.

Mike advised that Terry has now joined the Trustees. Also 4 other people are being approached regarding becoming an independent Trustee. Once this additional person is appointed the letter heading/invoices etc. templates will need to be updated for both Terry and the independent Trustee.

Mike also advised that he will be stepping down from some of the subcommittees and reducing his DS sessions the Museum in an effort to cut down his hours particularly in light of the enormous amount of time the Echo archives is taking up. An updated list of subcommittees' details will be circulated shortly.

Mike handed out a draft list of each Trustee's areas of responsibility for information. This will need to be amended to include Terry and any new independent Trustee appointed. (Document subsequently circulated to all the non-attendees)

Mike mentioned that he had discovered in the Echo archives a booklet by the now defunct Civic Society which made very interesting reading of events in Rayleigh past and he thought all volunteers would benefit from looking at it. A copy will be left in the Museum for anyone to look at.

Mike advised that he and Viv had recently attended an event at Hadleigh Fire Station Community Centre. During that he learnt that they had received 10,000 visitors in a year. The Museum has just passed 7,500 in 9 months so it was a very useful comparison to be aware of.

Mike advised he had been given a copy of a magazine issued to all market traders which contained a 4 page article about Rayleigh market and included a photo of the Museum. This will also be available in the Museum for anyone who wants to look at it.

Mike advised that he had met this morning with the Company Secretary of the Evangelical Church in Eastwood Road. The discussion included possible artefacts for donation, car parking space for Museum volunteers, Echo archive storage and an exhibition in 2018. The Evangelical Church main committee will need to discuss further before any commitments can be made.

### **Date of Next Meeting**

Thursday February 23<sup>rd</sup> 2017 at 7.15 for 7.30 pm

### **ACTIONS**

1. Linda to provide Sue with the picture quiz
2. Sharon to include info about Friends membership in the next Volunteers Newsletter
3. All to add 'privacy' words as used by Terry to their emails
4. All to advise Finance of any known/planned expenditure above £100
5. Viv to send Alan exact words as required by IWM for advertising of the Somme film
6. Sue to contact the Rayleigh U3A regarding fees for the hire of the Museum for a meeting
7. Mike to arrange date for a fire drill to be undertaken
8. Maintenance subcommittee to look into setting up a regular test of fire alarm
9. All to ensure that Terry is advised of dates of meetings for the website calendar
10. All to note any lift problems in the signing in book