

Rayleigh Town Museum MG Committee Meeting.

Held on 28th July 2016 at 7.30pm in the museum.

Attending.

David Pymmer, Sue Smith, Viv Irvine, Alan and Linda Davison, Gemma Smith, Roger Aillud, Margaret Johnstone, Terry Joyce, Karen Vasallo and Cheryl Roe.

Apologies.

Mike Davies, Sharon Davies and Spencer Welsh.

Minutes of last meeting.

Proposed by Alan. Seconded by Roger.

David read out the fire evacuation statement.

Well done to all for sending the reports through correctly with action points. Thanks to Terry for forwarding Rogers report in a readable format for those unable to open Rogers report.

The Development Plan has highlighted the need for more volunteers. Any ideas welcomed.

Monthly Reports.

Sue has finished accessioning the Round Table box. Ordered Brass Rubbing materials for use in the museum. With Viv will be attending the History Fair on Sunday. With Gemma rearranged the cabinets and bow window display. Read through the charity document. Attended Echo photo shoot.

Alan and Linda reported renewals are currently at 622, with 2 new members. Linda would like to go through the Friends Application forms with the volunteers as a few forms have been incorrectly completed. The new member from New Zealand is costing the museum £2.25 each time the newsletter and membership card are posted, which is not cost effective.

Viv. Petty cash slips and daily till slips are not always being completed and placed in the petty cash box with the relevant receipts.

Roger. The Christmas Cards are in the process of being packaged. 10 months of the calendar now has sponsorship, with the last 2 months to confirm. £900 will cover the cost of producing the calendars.

Terry. Training will be needed for the Modes system. We should be able to import details from an Excel Spreadsheet so accessioning can be completed on multiple computers.

Karen. End of year accounts completed up to 30th June. We need to set a proper budget for the coming year. Gift Aid will not be affected by the 20% discount at Pizza Express.

Cheryl. A meeting is being held shortly about the Christmas Lights Switch on. Our email regarding a stall has been received by Kerry.

Margaret. Still searching for a suitable waterproof red carpet for outside the museum. The alarmed box has arrived for the defibrillator. Dave Record has advised on a suitable location. Terry suggested we inform the Public Liability Insurance Co. we have a defibrillator on the premises. Free training is available if required.

Financial Reports.

Each individual SC to have their own budget. No requests have been received yet to produce the accounts. Parking and printer ink must now come from the main account.

Formation of an Events Sub Committee.

The Development SC has a large amount of aspects to cover, so a new SC will be formed to cover events.

The Development Plan.

This has now been renamed the Overview Plan. All have been circulated a copy. A template of a lower level plan will be sent to each SC.

A.O.B.

Terry raised concerns about the Lease. It was felt that Mike needs to speak to the solicitors to verify exactly what we are responsible for re the up keep of the building (windows, drains, gutter etc.).

Viv advised that the building contract with RDC has not been signed off yet. Does PE have any responsibility regarding the outside of the building?

The open and closing procedures need to be more carefully adhered to as things are being forgotten.

Roger suggested getting rid of the children's corner, but would this affect Clay Cottages sponsorship?

Viv pointed out that a children's area was in our application to the HLF. Linda thought the area should be moved or packed away. It was felt we should limit the tables to 3 and have more cabinets.

Roger has obtained prices for more storage, but if we move units we would have to rebuild the shelving. We currently pay £173.89 a month. The artefacts in storage will be logged when the projector is moved out.

The Morants book case is now in situ.

It was felt that Clay Cottage did little to promote or advertise their time in the museum.

The Bookings Diary is now to be kept permanently on the museum desk. SC's to write in dates of their meetings.

Volunteers mustn't be overloaded with things to do, but if they wish to help more they should be encouraged.

Actions.

Margaret – Mention the Friends Applications forms in the Volunteers Newsletter.

All – Remember to fill out petty cash and end of day slips, together with the till roll.

All – Remember to check windows and lights when leaving the museum.

All – Remember to turn sign on the door from OPEN to CLOSED or the reverse.

Mike – Check the Public Liability Insurance re the defibrillator.

All – Remember to write all SC meetings and relevant dates in the Bookings Diary.

Sue – Produce a sign for the book shelves.

David – ask Rebecca if she is able to visit the museum to advise on the layout.

All – Watch the Defibrillator DVD.

All – Send ideas for a revised layout of the museum to Viv.

Mike – Check with John Bladon exactly what we are responsible for, within the museum.

David – Update open/closing procedures.

Roger – sent ideas re the children's corner to the next Development SC meeting.

Date of next meeting.

Thursday 25th August 2016 7.15pm for 7.30pm start.