

# Rayleigh Town Museum Management Group Meeting Minutes

## 26<sup>th</sup> May 2016

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Viv Irvine, Gemma Smith, Roger Aillud, Alan Davison, Linda Davison, Spencer Welsh, Terry Joyce, David Pymmer & Margaret Johnstone

### Apologies

Cheryl Roe, Mick Kay, & Karen Vassallo

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

Minutes agreed. Proposed by Spencer. Seconded by Roger.

### Actions – Additional information

None.

### Reports – Additional Information

#### Margaret

The Museum will be part of the Museum Explorer Passport scheme which will take place from May 28<sup>th</sup> until September when children go back to school. It is aimed at families to encourage them to visit Museums across Bedfordshire, Hertfordshire & Essex throughout the summer of 2016. Rayleigh Windmill & other local museums are also taking part.

On a first visit to any Museum in the scheme children are given the passport and have it stamped for the visit plus any activities they complete during their visit (quiz for example). The passports and stamp will be available at Reception and instructions about the scheme will also be kept on top of the desk. Local schools have been provided with posters about the scheme. Terry will add details to Facebook & the website. Sharon will place a poster in the Noticeboard by the Millennium Clock.

#### Roger

Business card details will be sent for checking to those who have requested them. Letter/invoice etc. formats will also be sent for proof reading by everyone to ensure no errors. These documents will be editable for address/phone/email details so that a user can personalise as required.

#### David

From June there will be a monthly Volunteer Stewards Newsletter issued.

Rebecca Dillon, a university student, has now joined us for 4 weeks work experience.

Up to date Opening/Closing procedures should be available from this weekend.

#### Alan & Linda

As of 26<sup>th</sup> May 104 single and 182 family memberships had been renewed and the total stood at 468. 136 renewal chaser letters had been sent and so far 25 responses had been received.

Following discussion it was agreed that if a Friend has not renewed after receipt of the July newsletter then they would have their details removed and no further Newsletters would be sent to them.

Following discussion with Rayleigh It Solutions regarding a new PC they were told that for bulk emails such as the Newsletter it is best to use 'Mail chimp' rather than sending from a home pc as many such items end up in 'junk' mail. Terry will investigate further.

Confirmation was requested from the Finance Sub Committee that the new Friends Income Form should now be used. David/Viv will check with Karen and advise.

Thanks was expressed to everyone who had helped deliver new Friends membership cards and renewal chaser letters.

#### Sue

A visit by Sue's Brownie group the previous evening had been a success. She felt that the group of 17 had been manageable but advised that the ideal would be maximum of 15 for such visits.

It was agreed that such visits and also school visits should have a structured outline to be followed and a minute by minute organisation plan. The Development Subcommittee & Schools Liaison Subcommittee will consider this further.

The lighting in the Broadway Room was felt to be a bit dim in places as the beams obscured the bulbs in some areas. Terry will look at and see if additional lighting is needed. He will report back to the next meeting.

#### Viv

Figures for Retail are on a 4 weekly basis which was acceptable to Karen.

Working out the profit elements for some of the retail items is somewhat complex for a number of reasons. The Retail subcommittee are working on a system for this and hope to be able in due course to provide more detailed itemised profit figures.

#### Spencer

Additional 2 hours not recorded in error.

#### Mike on behalf of Karen

No need to provide annual figures to HMRC.

RTC rental payments on it way for next quarter. RTC Have confirmed that the rental payments are part of their budget for the year.

#### Terry

All please regularly review the website & Facebook to check for errors.

Visit to the Museums & Heritage Show in London well worthwhile. Lots of advice/information available on all areas. Suggested that ideally a group from the Museum should visit it next year. The date of next year's show is 17<sup>th</sup> & 18<sup>th</sup> May 2017.

#### Sharon

It has been decided that the majority of Volunteer Stewards should now be issued with personalised Museum badges. Photos are being obtained at present and an order will be placed as soon as possible.

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

Sue advised that the quiz at the British Legion is now confirmed for 9<sup>th</sup> December. Maximum number 150. Details of the quiz provided to Roger for production of posters.

Sue advised that the Museum had been offered a table in a marquee at the Leigh Maritime Festival on Sunday 21<sup>st</sup> August from 10 to 5. It would need at least 2 people available to attend and sort out the logistics. Sue will copy the details to everyone to consider. Roger advised that due to space consideration the Benefactors Board would need to have 2 additional side panels to accommodate new names. An example picture of this was shown and all agreed the layout looked good.

Roger advised that Marks & Spencer had offered the Museum the opportunity to insert 2000 double sided A5 size flyers in their national newspapers being sold over a 3 day period. The cost of this would be around £100. All agreed to this in principle. Roger will liaise with the Development/Friends/Volunteers subcommittees regarding the details for inclusion in this flyer.

Mike advised that a number of visitors had commented favourably on the 'red carpet' and therefore he would like to keep it in principle. However it was getting somewhat worn and dirty and would need to be replaced soon. Ideally he would like to paint the relevant area of pavement but RTC felt that this would not be suitable in the Conservation Area. Any replacement 'carpet' would need to be waterproof or at least water resistant, hardwearing, lightweight and easily rolled up for storage overnight. If anyone has any suitable solutions, with cost details, please let him know.

2 donation cheques totalling £750 had been received so there were now further names to be added to the Benefactors Board.

Mike had previously circulated details of the cost of the Service Level Agreement (SLA) for the new projector. All agreed that the costs were too high so no SLA would be entered into. David will respond to the company to confirm this.

Mike advised that a new arm for the Museum location had been added to the finger post in the High St and that RTC have covered 50% of the cost for this.

Mike advised that RDC have agreed that a Museum advert can be placed on the round waste bin between the 2 seats in front of Pizza Express. Initially this will be for a period of 6 months.

Mike advised that Roger is in the process of getting the new inserts for the 2 new larger A frames.

Mike advised that the Battle of the Somme DVD from the Imperial War Museum (IWM) had now been received and the Development Subcommittee needs to decide on the schedule for showing it. Viv advised that the IWM provide a specific advertising poster which must be used. Terry requested a copy of this. Viv will send it to him.

Mike referred to his circulated note about the Edward Francis School 50<sup>th</sup> anniversary which had highlighted the need to find a way to deal with such requests for information until all Museum items had been documented and were easily accessible. It was agreed that the Development Subcommittee will get a dedicated team together, appoint a project leader and produce a detailed project plan to cover this.

Mike requested that everyone consider what 3 things they think are the Museum's overall priorities. There are no right or wrong answers and it can anything from the basic to the grand.

Roger advised that the new door graphic would be installed on Tuesday 31<sup>st</sup> May.

Mike advised that the total hours for the whole Management Group for this month was 1445.

Mike provided details of a defibrillator that he felt was suitable and should be ordered as a priority. Details passed to Viv for Development Subcommittee to action.

## **ACTIONS**

1. Terry to add details about the Museum Explorer Passport scheme to the website & Facebook
2. Sharon to place poster for the Museum Explorer Passport scheme in the High St noticeboard
3. All to check/proof read new business cards/letter headings etc. & report any errors to Roger
4. Terry to investigate 'Mail chimp' for the electronic newsletter distribution
5. David/Viv to confirm with Karen that the new Friends Income Form should now be used and advise Linda accordingly
6. Development Subcommittee & Schools Liaison Subcommittee to develop structured outline for children's groups visits.
7. Terry to look at the lighting situation in the Broadway Room and advise at the next meeting.
8. All to regularly check Facebook & the website and advise Terry of any errors.
9. Sue to copy details of the Leigh Maritime Festival to everyone.
10. Roger to liaise with the Development/Friends/Volunteers subcommittees regarding content for the A5 flyers
11. All to consider suitable replacement for red carpet
12. David to respond to the projector company regarding the SLA
13. Development subcommittee to decide on schedule for showing of IWM Somme DVD.
14. Viv to send Terry the IWM Somme poster
15. Development subcommittee to organise a dedicated team and produce a detailed project plan to deal with information requests such as that for the Edward Francis School 50<sup>th</sup> anniversary.
16. All to consider and advise the 3 things they think are the Museum's overall priorities.
17. Development subcommittee to order defibrillator.