

Rayleigh Town Museum Management Group Meeting Minutes

28th November 2016

Attendees

Mike Davies, Sharon Davies, Sue Smith, Spencer Welsh, Linda Davison, Viv Irvine, Gemma Smith, Terry Joyce, David Pymmer, Cheryl Roe, Sheila Chambers & Rebecca Lodge

Apologies

Margaret Johnstone, Roger Aillud, Mick Kay, Karen Vassallo, Alan Davison

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

Minutes agreed.

Proposed by Spencer & seconded by David.

Actions – Additional information

1. Completed – no reply so far from SEEVIC – will chase up
2. Completed
3. Completed
4. Completed
5. Completed
6. Completed
7. Completed – 1st meeting held and minutes on website

Reports – Additional Information

Cheryl

Remembrance service - All went well with especial thanks to Mike Lodge & Joan Crick.

Poppies – 93 requested and 1400 received.

Trinity Fair –planning underway. Next meeting January 2017.

Christmas lights – Well supported as usual.

Rebecca

No additional comments except to say that everything seems to be going well with the Museum.

Margaret

Spencer mentioned that he has communicated with Margaret & Alan regarding the model Dutch Cottage. Nothing further will happen on this until the New Year. Mike requested that Spencer contact the person who wants to undertake the work to let them know that we are aware of their interest but that it will be next year before anything further is done.

Gemma

Gemma mentioned that there is a FutureLearn course coming up that is about Victorian Stereoscopes which may be of interest. It was requested that Gemma send details to the MG for consideration.

David

Mike asked for an update on the lift situation. David will chase up again regarding the repair to the button. David also advised that the maintenance contract is about to run out (30th November). Following discussion it was agreed that although unhappy with the company

the contract would be renewed as there is work outstanding and it would not be possible for another company to take the contract on until this work is completed and it is essential that a maintenance contract is in place in the meantime. David will take this forward.

Linda

Friends

Friends' membership now 676

Next subcommittee meeting will include Karen as there are a number of financial areas that need clarification.

Retail

Viv advised that 109 calendars have been sold so far (a third of stock).

The calendar will be advertised in the next edition of the Rayleigh Review. It was requested that Sheila send details to other local press to advertise it further. Terry will also mention it again on social media.

Following discussion it was agreed that we should send Museum Christmas Cards to sponsors etc. Sue will undertake this. She will circulate a list of those that were sent them last year for removal/addition of names for this year.

Coach Trips

40 on trip to Wallace Collection on Friday.

First trip next year being organised at the moment and is planned to be on Tuesday 25th April 2017 to St Mary's House & Garden. Mention will be made on the coach on Friday and then it will be advertised in the next Friends Newsletter to ensure that Friends are advised ahead of everyone else.

Maintenance

See Terry's information below.

Sue

Quiz tickets are now selling quite well.

Sharon advised that she had visited the British Legion (BL) today regarding use of their projector. Following some slight technical problems (particularly lack of expertise by the organisers) it was agreed that she would take along the RTTLG projector & laptop and just use the BL screen.

Mike asked for a bit of info about a planned craft club for Sunday morning that he had seen mentioned in last Dev Sub minutes. Sue/Viv/Linda advised that this is only something being considered at present for next year and once the logistics are agreed details will be advised to everyone but particularly to Sharon for disseminations to the volunteer stewards.

Viv

No additional comments.

Other items covered elsewhere in the minutes.

Mick

No additional comments or questions.

Spencer

Work on an additional WW2 related exhibit is on hold for the time being.

Two old books restored for the Museum and returned at the meeting.

Mike thanked Spencer for his work on them which has also saved the Museum money as the outside quote for this work was very expensive.

Sharon

Another small order for some logo clothing about to be placed. If anyone wants anything please advise asap.

Karen

No additional comments or questions.

Terry

Terry advised that Maintenance would like to have a list of suitable workmen/contractors that are known to members that could be used if needed. All to advise Terry of any company/person that they have personal experience of and would be happy to recommend so that a list can be kept for reference.

Role of Events Subcommittee

All future bookings should be made via the Events Subcommittee to ensure that all logistics are covered and that there is no duplication.

The Events subcommittee is considering separating bookings and events. (Broadly speaking bookings are thing outside of the Museum, events are thing inside the Museum)

Details of dealing with outside bookings (e.g. talks) are still being discussed and should be confirmed at the next subcommittee meeting.

Any information or requirements of the MG/Volunteers will be advised once agreed.

Museum Priorities

Mike advised that for financial and lack of volunteer time considerations decisions must be made as to things that are operational requirements and 'must haves' as opposed to things that are 'nice to have'. This was agreed to be something for the Trustees to discuss and decide upon.

Role of Trustees

Mike clarified the role of the Trustees with the following statement.

The Trustees (who are the controlling body), set Museum policy (we will have a Friends Group) while the Management Group (Friends Admin) will deal with the day to day logistics.

The Charities Commission issue many papers which advise, clarify, and confirm the LEGAL responsibilities of the Trustees. They also issue a number of "best practice" and recommendations (such as we should have an Independent Trustee—we are currently working on that one).

One of the key areas is the relationship/partnership between the Trustees and the "curator/management" of the Museum. In our case the Management Group. EVERY Trustee will have a responsibility for one (could be more) aspect of the Museum's operation. From the Trustees perspective this partnership is more of a "mentoring" role where the Trustee will be on hand to help/guide/assist in any aspect that the relevant "Sub Committee" deals with.

The Museum Trustees plan that this will be an informal 2 way dialogue to help, guide and assist wherever possible and to flag up any issues that is felt the Trustees as a whole should be aware of.

The Trustees are currently finalising the detail---the allocation of the various sub committees to various Trustees—and these will be advised early in the New Year.

As with all we do I am sure this partnership will evolve in the light of experience. In reality members of the MG will notice little or no difference to how they currently operate.

A.O.B

Mike advised that the Building Survey subcommittee still needs a Chairman & Secretary. Members at present are Mike, Terry and volunteer Philip Rotheram. David volunteered to join and take on the role of Secretary.

Viv requested that details of the current sponsorship agreements be circulated for information. Mike will deal with in the absence of Roger.

Mike advised that new artefacts continue to be donated regularly and the generosity and support of the public has been overwhelming.

Mike advised that the sign writer is planning to update the Benefactors Board in situ in mid-December.

Date of Next Meeting

Following discussion It was agreed that as it will soon be Christmas the next meeting would start earlier at 6.30 with the aim to complete business by 8.30 so that the MG could then socialise.

ACTIONS

1. Spencer to contact the person who wants to undertake the work for the Dutch Cottage model to advise that we will contact in the New Year.
2. Gemma to circulate details of FutureLearn courses
3. David to contact the lift company re repairs & maintenance contract
4. Sheila to send details of the calendar to the local press
5. Sue to circulate list of possible recipients for Christmas Cards and then once confirmed send out cards to these people.
6. All to advise Terry of any person/company that they have personal experience of and would recommend for work so that a list can be kept for reference
7. Trustees to discuss Museum priorities at next Trustee Meeting
8. Mike to circulate details of sponsorship agreements
9. All to note the next meeting earlier start time