

Rayleigh Town Museum Management Group Meeting Minutes

27th October 2016

Attendees

Mike Davies, Sharon Davies, Sue Smith, Margaret Johnstone, Spencer Welsh, Linda Davison, Alan Davison, Karen Vassallo (from approx. 9pm), Viv Irvine, Gemma Smith, Terry Joyce, David Pymmer & Roger Aillud

Apologies

Cheryl Roe, Mick Kay

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

Minutes agreed.

Proposed by Spencer & seconded by Terry.

Actions – Additional information

1. Completed
2. Completed
3. Completed
4. Completed
5. Completed
6. Ongoing with request that everyone try to review and send ideas to Terry monthly.
7. Ongoing – Roger still has some Benefactors to contact.
8. Completed – DPA dealt with at separate meeting
9. Completed
10. Completed

Reports – Additional Information

Cheryl

Mike read out information from Cheryl in her absence as follows:

Remembrance service

All organised. On 10th November at 11am a group of us will be meeting at Eastwood Road gates to King Georges to start putting up the 1400 knitted poppies. Any help would be appreciated.

Christmas lights

Again we are all organised. We have got your stall as close to the museum as possible. Not ideal but we have no other choice sadly.

Trinity Fair

A working party had now been set up. Next meeting 7.30 17th January 17 at RTC offices.

Town Team

This will now wind up. Money will be disbursed but not sure when yet.

Margaret

SEEVIC have asked if the Museum could accommodate 2 work experience students for the week beginning 12th December for a total of 30 hours each. Sharon advised that this could not be accommodated by trying to use them as Stewards but after much discussion amongst the MG it was agreed that David would be happy to mentor them during that week and that once a meeting between him & Margaret & SEEVIC had taken place to obtain further information of the expectations of SEEVIC for the period a specific role/task could be found for them. David will email the MG once further details are known.

Roger mentioned that he would be attending a meeting with SEEVIC where they are looking for organisations to provide tasks for graphic design students. *Post meeting note- Roger will now not be able to attend.*

Following the recent problem with the behaviour of a group of boys the other week a letter will be sent by the Schools Liaison subcommittee to the Senior schools for dissemination to pupils regarding the Museum's rule of 'no entry under 14 without an adult' and expected good behaviour when visiting.

Gemma

No additional comments

Roger

Still working on fire evacuation point signage for alley way but difficult to find out who owns the wall. Roger is due to have a meeting with Charfleets to see if such signage could be placed on the wire fencing instead.

Benefactor's board will be updated and extra panels added shortly. Fixings for the additional panels will be the same as those already used for the current board. *Post meeting note – Mike will now be dealing with*

David

Posters are on display for the talk by Keith Leedham & tickets are selling well. There will also be an exhibition on the night provided by Iain Eyres (father of Steven).

It was asked if there would shortly be a 2017 list of events that could be advertised in the Newsletter etc. Sue advised this is being worked on at the moment.

Mike advised that Events will be separating out from Development to form a new subcommittee.

Sharon asked for confirmation that there will be pre-printed tickets for events in future. Viv & Sue confirmed that this will be the case from the Quiz onwards.

Alan & Linda

Friends

Friends' membership numbers no change from report.

Retail

Linda advised that some cellophane gift packs had been made up with an eye on the Christmas market. These will be put on sale next week.

It was also mentioned by that it had been decided by the Retail Subcommittee to rebrand Emile the Deer as 'Robbie the Deer' to tie in with the children's 'Robbie' quiz and hopefully encourage some sales of the item.

Maintenance

See Terry's information below.

Sue

Quiz numbers are a maximum of 150. Approx. 50 tickets sold so far.

Now have sufficient number of raffle prizes

Sue asked if others thought it would be a good time to change the children's quiz as many had now completed it. All agreed with this and it was suggested that once a new one is available the 'Robbie' one be put away for a few months and then possibly reused at some time in the future. Small budget agreed to facilitate the new quiz.

Suggested that events such as talks take place on a regular day and this was agreed to be a Thursday for most occasions. A budget was agreed to pay for speakers as necessary.

Sue asked if it was planned to have Christmas decorations in the Museum. It was agreed that a Christmas tree should be put up although care must be taken that it was not near any drafts which could result in movement of decorations setting off the alarm. A budget was agreed to pay for an artificial tree for the Museum

Viv

A reminder please to complete and end of day slip as some have been missed

Christmas cards - 41 pack sold out of 198 & 65 singles sold out of 200.

Other items covered elsewhere in the minutes.

Mick

No additional comments.

Spencer

In process of devising an additional WW2 related exhibit.

Sharon

MG meetings for 2017 need to be set up. Confirmed that they will continue to be held on the last Thursday of the month. The only exception being in November when that day is usually used for the Christmas Lights switch on. Sharon will work on the dates and let everyone know.

Mention made that there had been an informal volunteers meeting and that a further one would be held near Christmas. Details will be advised in a couple of weeks to the volunteers and those who act as Duty Supervisors. This meeting will be part business & part social and as it is Christmas will include alcohol and a buffet.

Karen

Waiting to hear regarding meeting to sign off EOY accounts. Karen will chase up Paula Fricker of ESW Accountants.

Terry

Electrical work by Copley's is due to be undertaken on 7th & 8th November.

Once electrical work completed rearrangement of fridge and printer behind Reception will also be undertaken.

Terry & Alan advised that the lock on the toilet door needs replacing. Budget agreed to cover this.

A suitable method for the display of the glass speedway panels on the wall behind Reception has been found and Terry will chase up to see when this can be completed.

A.O.B

Mike advised that it had been suggested that instead of individuals' giving reports at the meeting it should be the chairman of each subcommittee reporting on each committee. After discussion the majority view was that things should remain in the current format.

Mike advised that he thought that the role of Press Officer should be part of the Management Group regardless of who undertook the role. This was agreed in principle. Mike will contact Sheila Chambers who is in the role currently when she returns from her holiday.

Mike advised that he would be setting up a new Research subcommittee to coordinate coordinate all research being undertaken by anyone to avoid duplication.

Mike advised that Philip Rotheram (volunteer steward) would be assisting with looking into possible grants.

Mike advised that he is ascertaining the cost of joining Visit England as membership of this group would be beneficial to the Museum.

Mike advised that he felt that communications between members of the MG was not always as good as it should be & requested that all emails relating a subcommittee are copied to all members of that subcommittee. Additionally if another person is referred to or quitted in an email they should also be copied.

Mike thought a voice recording in the lift 'Welcome to etc. etc.' would be something worth considering. The majority of the MG felt that this was not such a good idea and would not be proceeded with.

Mike advised that he & Roger had met with a representative of a company offering advertising at the Railway Station. Although not cost effective at present it may be something to be consider in the future.

Mike advised that there will shortly be notices placed outside the rear door stating 'no smoking area' to ensure that there is no risk of fire from cigarette ends in the area.

Mike advised of a new acquisition of an Alan Sorrell drawing of Rayleigh Mount.

Mike advised that the Kirby's DVD is now complete and it was played to the attendees.

ACTIONS

1. David to email MG with details of SEEVIC requirements for work experience students
2. Sue to purchase Christmas Tree
3. Development Subcommittee to decide on location of Christmas Tree
4. Sharon to sort out dates for MG meetings in 2017 and advise attendees.
5. Karen to chase up Paula Fricker at ESW Accountants re EOY accounts meeting
6. Mike to speak to Sheila Chambers as Press Officer with regard to joining the MG
7. Mike to set up new Research Subcommittee