

Rayleigh Town Museum Management Group Meeting Minutes

29th September 2016

Attendees

Mike Davies, Sharon Davies, Cheryl Roe, Sue Smith,, Margaret Johnstone, Mick Kay, Spencer Welsh, Linda Davison, Alan Davison, Karen Vassallo, Viv Irvine, Gemma Smith, Terry Joyce & David Pymmer.

Apologies

Roger Aillud (Representing Museum RRAVS event)

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
2. Completed
3. Completed
4. Completed
5. Completed
6. Ongoing as part of Development Subcommittee meeting
7. Completed
8. Ongoing – update will be provide at next meeting
9. Ongoing
10. Completed – see AOB

Reports – Additional Information

Margaret

Edward Francis events gone very well with good feedback from the School.

Roger

Alan & Linda mentioned that the Norwich coach trip had gone very well and thanks to Roger for organising it.

David mentioned that he had an original old Wallace Collection catalogue which he would bring in to the Museum for Members of the Management Group to look through in advance of the trip in December.

David

Development Plan progressing. Trustees and Schools Liaison at 2nd level plan.

Edward Francis events very good. Thanks to Margaret, Viv, Sue, Sheila, Mike & Trevor.

Edward Francis have requested a repeat of this for next year and additionally they have requested David & Mike to do an event next year relating to WW2.

Lift – voice box replaced but still not working. Service company have finally accepted that there is a problem with the button downstairs and it is not ‘abuse’ by users. Awaiting appointment details from lift company regarding the repair of the button and voice box.

David very unhappy with the service company so will not recommend renewing the contract. He will look for another company.

Cheryl advised that RTC has a similar style of lift so she will pass on the details of the company used by them.

Alan & Linda

Friends

Friends' membership now stands at 659.

23 single memberships & 23 family memberships not renewed and will now be removed from the records. Sharon requested that details of these were passed to her as soon as possible so that she could update the email and physical address lists in advance of the issue of the next Newsletter.

Retail

Nothing further to add.

Maintenance

Alan advised of the 2 electrical work quotes received. Copley's who did the original fittings were the best price & option. Once Finance meeting taken place next week to confirm the expenditure Alan & Terry will arrange suitable date for work on Reception area to be undertaken.

Sue

Floral display in Church went well. 'Stained glass' window & sign used are at present displayed on top of the Norman Baur cabinet.

December quiz three quarters complete. If anyone has anything suitable for a raffle prize please pass to Sue.

Viv

Retail

Takings so far this month £342.45. Profit about £100. Best day was Ron Stewart visit.

Any ideas for possible items to sell in the future please advise Retail Subcommittee so they can be considered

Please put all items through the till individually as the till configuration is such that this is necessary to control stock. (i.e. if 2 pencils at 60p don't put through as 1 amount of £1.20)

Building Control sign off – form not originally submitted by Wallakers. Building Control Officer quite happy with things but form need. RDC progressing.

Accessioning - regular meetings taking place and progress being made although somewhat slowly.

Mick

No additional comments. See AOB re Data Protection.

Spencer

Regal Cinema door knobs donated by Ron Stewart have now been mounted and displayed with other Regal items.

Sharon

Christmas Day this year on a Sunday so do we want to open on Christmas Eve? Following discussion it was agreed that additionally to Christmas Day the Museum would close on Christmas Eve and Sunday 1st January 2017. This will be mentioned in the next Newsletter as well as advertised on the various noticeboards and in due course on the website & social media.

Karen

Thank you for accounts - all now agreed.

Mike mentioned that the accounts need to be publically available on the website. Karen will send the documentation to Terry for posting to the website.

Terry

Wanted to flag up that his hours have increased somewhat and he may not be able to do everything.

Sharon advised that volunteer Steven Hearn had said he was happy to help with the website and with Modes. Sharon will send Terry Steven's contact details so that he can get in touch with Steven to discuss. Sharon also suggested that if there was a specific thing he needed help with he let her know the details so that she could canvass the volunteer stewards to see if anyone could help.

Could all look at the website and suggest any additional features and ways of updating what is there to keep it fresh.

It was also suggested that articles could be used from previous Newsletters to add something fresh on a regular basis.

Should our commercial benefactors be mentioned on the website? Roger to advise. Mick requested that each benefactor be asked specifically for permission about this to ensure that Data Protection rules were adhered to.

Cheryl

The Trinity Fair will definitely be going ahead next year but the cycle race will not.

A stall will be available for RTM at the Christmas Lights event on 24th November and would be as near to the Museum as possible.

A.O.B

Mike

Data Protection meeting would be going ahead on 18th October at 7.30. Please send questions to Mick in advance (copied to everyone) by Friday 15th at latest. This will enable him to research items where necessary before the meeting.

Rayleigh Boys & Girls Football Club have donated £300 to the Museum.

Christmas Lights Event

Development subcommittee to decide on fancy dress or not.

Agreed that Museum would additionally open that day from 10 to 4

The KH/DS for the Museum that day would not be expected to man the stall outside as well
Management Group meeting for that same evening to be rescheduled to a different day

Nothing heard back on email about the role of the Trustees in relation to the Management Group so assuming that everyone ok with it.

Storage shed for chairs to be put behind the fire door. Eunice Humphries has kindly offered to pay for it and it will be arranged via Harvey's which is run by a member of her family. Harvey's will make a site visit to measure up and advise on best options

Silver trophies will be purchased from Rochford & District Rifle Club. £1000 raised in donations towards the purchase. Volunteer Ernie Hillier will be asked to accept the trophies on behalf of the Museum. (He has made a donation towards the purchase and his father is

mentioned on one of the cups) The Development Subcommittee will consider how the trophies will be displayed.

3 names put forward to lay wreath at Remembrance Service on behalf of the Museum. Drawn out of hat at meeting – David Pymer will lay the wreath this year.

New artefact – old cash register which was originally in the Chocolate Box which subsequently became Jenner's Plant Hire. Shop now Amos Estate Agents.

New artefact – large piece of pottery showing name of Anchor Brewery, Rayleigh

Donation via website of £250 from Tanzarine Technology Ltd.

Visit by Chairman of Essex County Council earlier today. Sharon will forward picture to Terry.

The British Red Cross, Chelmsford have hired the Museum for a whole day on 20th November at a cost of £120.

David

Please note that his Marie Antoinette talk is not suitable for children.

Terry

Received invite to AGM of Museums Essex. He will circulate the details to everyone.

Cheryl

Apologies, unable to attend next meeting

ACTIONS

1. Linda - advise Sharon of members now removed from the records.
2. All – any suitable prizes for quiz raffle to Sue please
3. Alan - add item to Newsletter regarding Christmas Eve & Jan 1st closures.
4. Karen - send Accounts to Terry for publication on the website
5. Sharon - send Terry contact details for Steven Hearn
6. All – look at the website and make suggestions as to additional features to keep it fresh
7. Roger - approach the commercial benefactors to see if they are happy to be mentioned on the website.
8. All – forward Data Protection questions to Mick Kay by Friday 15th October
9. Sharon - forward picture of ECC Chairman visit to Terry
10. Terry - circulate the detail of the Museums Essex AGM