

Rayleigh Town Museum Working Party

Minutes of meeting held at 10.00am on 3rd April 2014
at Rayleigh Town Council Offices.

1. Attendees.

Mike Davies, Sue Smith, Viv Irvine, Eddie Dray, Tony Harvey, David Pymmer, Cheryl Roe, Kerry Cumberland, Spencer Welsh, Peter Waghorn.

2. Apologies.

Ron Choppin and Gemma Smith.

3. Minutes of last meeting.

Proposed; Spencer Welsh. Seconded; Tony Harvey.

4. Matters Arising. 5. Heritage Lottery Fund Update.

Mike asked if everyone could send through their hours worked on the project for the previous month. Hours worked so far are over 1200. This is potentially worth between £50 to £150 an hour in matched funding.

There are still tasks to be completed on the task list. When completed this has to be condensed down to 9,000 words for the HLF application.

There is a Trustees meeting on 14th April with Eric, when the constitution and the Charitable Status of the museum need to be finalised. Paperwork etc. needs to be in place by 20th April at the latest, to enable the ERO (Amy Cotterill) to check the HLF application, before it is submitted to the Heritage Lottery on 19th May 2014. We are in competition with other applicants from the South East.

Mike has asked Rona's to give us a commercial valuation of Kingsleigh House. The fee for this is £800 + VAT reduced to £550 + VAT. We need to ascertain what the price will actually include. Mike is in contact with Samantha, who has informed us that the parking spaces (which are vital as access to the museum) are owned by another part of the family. As Mr. Todman is no longer paying towards the installation of the lift, do we ask for a donation or reduced price for the Freehold of Kingsleigh House? Although we are the only group to be offered the Freehold of Kingsleigh House, the property is still on the market for rent. Should a suitable offer to the Todman Family Trust be received before we receive HLF funding our project will fail.

A structural survey is required at Stage 2 of the application (Kerry asked if Mr. Todman could pay for this). Mike will speak to HLF to clarify when exactly the survey needs to be done.

Mike asked if anyone would like some printed business cards, for use when on Museum business (Thanks to Sharon for preparing them).

Mike also asked if anyone would like to attend the Museum and Heritage Show at Olympia in May where the Windmill has been short listed for an award.

Kerry was concerned the Museum may fail, because of the success of the windmill. We need to show the HLF that we can compliment and work with the windmill. Several points were

raised including the fact that the windmill is only open 6 months of the year, and often further closed for weddings.

The Norman Baur windmill has now been completed to a very high standard, by the Sweyne Park School. It will be officially unveiled at Mike's exhibition in the summer by some of Norman's family.

6. A.O.B.

Kerry asked if Mark Francois (MP) has given his support (Mike has a letter) and also would the HLF contact RDC concerning the application, if so then RDC need to be fully informed. Mike has a letter of support from both RDC and ERO. Kerry also offered the use of a stall at the Wednesday Market in Rayleigh to raise awareness. Mike stated that he would hold a RTTLG slide show for the Rayleigh Town Museum Charity, early next year. Meeting closed at 11.00am.

7. Date of next meeting.

Friday 9th May 2014 at 10.00am at the Rayleigh Town Council Offices.

<u>ACTION</u>	<u>BY WHOM</u>	<u>TO BE COMPLETED BY</u>
Hours worked	All	1 st of each month.
Museum website open	Gemma	ASAP
Joining Museums in Essex	Sue and Viv	ASAP
SWOT needs preparing for HLF	David	20 th April
Building works tender document	Mike and Viv	ASAP
Vice Chairman in place	Anyone willing	ASAP
Make contact with Amy Cotterill at ERO	Sue	20 th April
Fundraising	Viv and Sue	ASAP