

RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Held at Rayleigh Town Council Offices on 24th April 2015 at 9.00am.

1. Attendees:

Mike Davies, Sue Smith, Viv Irvine, Spencer Welsh, Trevor Rand, Tony Harvey, Alan and Linda Davison, Roger Aillud, David Pymer, Gemma Smith and Cheryl Roe.

2. Apologies:

Eddie Dray, Rebecca Lodge, Margaret Johnstone, Kerry Cumberland and Terry Joyce.

3. Minutes of last meeting.

Proposed David Pymer. Seconded Gemma Smith.

4. Update.

The museum won an award at the annual Rayleigh Town Council meeting, which was on display.

David: Letters received from HMRC confirming our registration has been received and is going through.

Roger: Sponsors are asking when sponsorship money is required (Roger and Mike to discuss invoicing). Roger liaising with Holy Trinity Church (Jane Brown) on the 2016 joint venture calendar. Costs are £1,155.00 of which we will contribute half (£575, this could be sponsored). The calendars will ideally be on sale from June/July 2015. Roger has also met with Kirby's Coaches, who have agreed to a 3 year Sponsorship deal.

Alan and Linda: To date we have 458 Friends (sheet handed out). Looking into Gift Aid.

Tony: Awaiting Floor Loading Survey results.

Spencer: The Benefactors Board/Notelets etc. are designed and ready to go ahead with when we have confirmation of floor loadings.

Trevor: Looking into producing a Volunteers Handbook with Tony and David. Trevor suggested visiting Valence House at Dagenham.

Gemma: Awaiting floor loadings before moving forward with Wedding Plans.

Viv: Gave out details of the current bank balance. Researching costs of Accreditation and the Accession Register. The official books are £180 +VAT. Rebecca has advised that Burgh House use a Rymans notebook at a cost of about £8.00. Suggested our code should be RTMCH. (Rayleigh Town Museum Commerce house).

Mike: Reported that the 1980's Sansoms survey on 91 High Street is no longer viable as standards have changed. Three site visits have been made by the Structural Engineer, and test pits have been dug, which have added to John's costings. The building works are costing more than expected, but John remains supportive. We need to be represented at local events as part of our Outreach plans. For example a gazebo at the Crouch Valley Festival and a stand at the Holy Trinity Church Event on 25th May. The Museum will also participate in The Rayleigh Art Trail next year. Mark Francois remains supportive. We need to start thinking about speakers and events for 2016 in the Museum.

Mike has a meeting with Kirby's Coaches about the DVD. Rayleigh history DVD planned for next year.

5. Any Other Business.

Hours worked will run from one meeting to the next. Hours spent on courses should be separate from hours spent on Museum tasks. Hours worked so far are 461.

If anyone would like to attend The Heritage Show 29th/30th April, tickets can be downloaded, and train fare will be paid by the Museum.

The Museum has acquired a full size set of 1970's Chapman and Andre maps at no cost and some Rayleigh Crested china at £5.00.

RTTLG hope to hold their AGM by the end of May, when the legal transfer of the archives to the RTM will be confirmed.

Rayleigh Railway Station has offered space in the waiting room (6'x3') for advertising and promotion of the museum.

The Essex Heritage Trust has grant money available. Suggestions as to what we could apply for welcome.

Mike has a meeting with the new Friends Newsletter editor, and we hope to issue the next Newsletter in June.

6. Actions.

Sponsorship certificate.

Quiz evening to be planned. Sue and Viv.

Coach Trip to be organised and booked. Viv and Roger.

Arrange trip to Valance House. Gemma and Trevor.

Volunteer Handbook. David, Tony and Trevor.

Essex Heritage Trust grant. Roger.

DBS forms. David

Investigate speakers and events for 2016. Sue and Viv.

Date of next meeting Friday 29th May 2015 at 9.30am at Rayleigh Town Council Offices.