

RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Held at Rayleigh Town Council Offices on Friday 20th March 2015 at 9.30am.

1. Attendees:

Mike Davies, Sue Smith, Gemma Smith, Viv Irvine, Trevor Rand, David Pymer, Tony Harvey, Terry Joyce, Spencer Welsh, Margaret Johnstone, Roger Aillud, Kerry Cumberland (left early) and Eddie Dray who on behalf of Rayleigh Town Council, expressed his appreciation for all the hard work by the committee, and how proud of our wonderful achievement in obtaining the Lottery Funding.

2. Apologies

Rebecca Lodge, Alan and Linda Davison and Cheryl Roe.

3. Minutes of last meeting.

Proposed by Spencer Welsh. Seconded by David Pymer.

4. Heritage Lottery Fund Update.

Yippee!!! We got the money.

There is a press embargo from 30th March until after the General Election in May. So press already notified. There will be a photo shoot on Sunday 22nd March outside 91 High Street at 11am with Mark Francois (MP) attending. Paul Dunt from the Rayleigh Review to take the photographs.

We must now all be aware of the Rules and Regulations regarding our successful Lottery bid. If the rules are not adhered to our funding can be withdrawn. We must ensure the correct Lottery Logo is used on all correspondence/documents/building works/ banners etc. (Mike has a logo booklet). The project can only begin when we receive the official letter from the HLF (in approximately 15 days). We must also keep photographic records. The lease can now be completed with the Solicitors. We will be allotted a Heritage Lottery Mentor.

5. Updates.

David thanked Mike for all his hard work. The HMRC 3rd signature has now been added. The documentation will take 5 to 6 weeks to be completed. The Gift Aid forms will need to be personalised with the HLF logo. We must have a paper trail for everything we do, which will be kept in binders. All documents to be signed off. A separate set of binders will be kept securely off site. Roger Sponsorship going very well, with the rooms and several artefacts sponsored. At present Roger has secured £4,000 worth of sponsorship, including Kirby's (film on the history of Kirby's Coaches) Adams and Staceys (whom would like to use the museum to hold antique courses). The Spread Eagle pub next to 91 is also very supportive. When details confirmed Terry to place on the website. Tony. Working on the floor loadings for 91 High Street. Structural Engineers, builders and John Bladon on site

Margaret. Awaiting replies from schools previously contacted. Asked about CRB's for volunteers. (CRB's replaced by DBS a few years ago, free for volunteers).

Terry. Attended a Social Media course which was very good. A Flicker group has been started for the museum. The website has had 4,374 views, this is 1,368 more than last month. Monthly average of 547. After posting the HLF news Facebook had 996 likes. Records to be kept of these figures. We must be aware of copyright issues on the website. Next week is Museum week.

Spencer. Working on the exterior signage (we must comply with all the relevant very complex planning regulations), Benefactors' board and Sponsors board. The stained glass panels from Rayleigh Stadium are being stored in crates made by Spencer.

Trevor. Researching Rayleigh Stadium. Coordinating volunteers list. If anyone interested in volunteering we need to obtain their phone number/address so Trevor can make initial contact.

Gemma. Courts and the Spread Eagle would like to be involved in Weddings held at the museum. Awaiting confirmation of floor loadings, so numbers can be ascertained.

Viv. Barclays bank balance. Reported the quiz was successful, with positive feedback. Could the next quiz be sponsored, and adverts shown on the screen?

Looking into coach trips. Several suggestions already made. Mike suggested The Harwich Maritime Trail. The trip would be slightly cheaper for "Friends". Viv attended with Mike, David and Margaret an Accreditation Course at the ERO. Details of this will be sent around by a separate email. Rebecca is to be called our Museum Mentor.

Mike. Meeting with Alan Simpson the Solicitors regarding the lease (with David). Also meeting with John Bladon.

Sue. Attended the Customer Service course at Marsh Farm. Free Tourism Toolkit handed out. Also reported back on the quiz. Next quiz preparations underway.

Alan and Linda (Reported by Mike in their absence). The Friends now stands at 389, which equates to £3,095 @ year income + Gift Aid. "Friends will no longer be F.M. (Founder Member) after the 1st May 2015, just M. Proposed by David, seconded by Trevor. Friend's leaflets must now include the Heritage Lottery Logo.

6. Any Other Business.

David proposed Mike should become Museum Director. Position to rotate.

Launch Party/Parties need to be arranged. We must invite an HLF representative, along with sponsors, benefactors, Mark Francois and Rayleigh Town Council etc.

A one off calendar with Holy Trinity Church on a Then and Now theme to be arranged for 2016. Expenses for travelling on Museum business, agreed at 40p @ mile, or bus/train fare. No receipt required for petrol.

Would anyone like to attend the Heritage & Museum Exhibition in London, on 30th April? Download a free ticket. Train fare paid for by the Museum.

We need a Funding Officer, a Grants Officer and a Museum Photographer. Advertise this in the Newsletter.

Actions.

Roger to investigate sponsored storage for the museum. Minimum storage would be for 1 year at an approximate cost of £2,000.

Gemma. Look into a wedding brochure. Make contact with Courts and the Spread Eagle.

Viv. Print off DBS forms. Produce a shortlist of coach trip ideas. Download Acquisition forms.

Mike and Tony. Project manage 91 High Street.

Sue. Working on next quiz. Attending a course at ERO (with others). Looking into Disability needs.

All. From 1st April keep a record of hours spent on Museum related tasks.

All. Where possible take responsibility for own tasks, as Mike cannot micro manage everything.

Date of next meeting: Friday 24th April 2015 at 9.30am. Rayleigh Town Council Offices.