

RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING.

Held at 9.30am 20th November 2015 at Rayleigh Town Council Offices.

Attendees:

Mike Davies, David Pymer, Sue Smith, Viv Irvine, Gemma Smith, Bob Smith, Alan and Linda Davison, Terry Joyce, Roger Aillud and Mike welcomed Mick Kay our new Press Officer.

Apologies:

Cheryl Roe, Kerry Cumberland, Margaret Johnstone, Spencer Welsh and Rebecca Lodge.

Minutes of last meeting: Alan requested 2 changes which have been amended and the October minutes re sent to the working party. The minutes were then proposed by David Pymer and seconded by Roger Aillud.

Individual Tasks:

Spencer: No further report.

Margaret: Has heard from OLOR School regarding talks next year.

Gemma: Reported that on a visit to Havering Museum there were some good ideas for display and storage, which we could possibly use in the museum. Gemma has designed a possible new expenses form.

Roger: Still awaiting response from Charfleets regarding parking. The newsletter has been sent out.

David: With Mike visited Paula Fricker (accountants) of Rayleigh. They have quoted £1500 to audit the accounts. David has contacted some accountants in Colchester recommended at the RRAVS Funding Fair who will audit the accounts for £192 + VAT. David to look further into this option. The Volunteers Handbook is progressing well and thanks were expressed to Spencer for designing the cover. It is proposed that training will begin in January for the volunteers. David investigating Health & Safety and the Fire Safety Certificates.

Alan and Linda: Reported there are now 569 Friends. The rota for the lights switch on will be circulated. The High Street will close at 1.45pm, so duties will start from about 2pm. The stall will be outside Lloyds Bank.

Sue: With Viv attended the RRAVS Funding Fair. Takeonemedia have been contacted and will supply a Tourist Information display at no charge. Tree decorations made for the tree at Holy Trinity. Quiz now completed and sent to Sharon. Approximately 12 tables sold. We need to sell more tickets. Disabled Go have been contacted regarding a Disability Access Statement. Liaising with JA Signs re the signage for the museum. The Collections Trust Policy first draft completed.

Viv: With Sue attended the RRAVS Funding Fair. Ongoing appointments/phone calls with BT. Dealing with the bank accounts.

Bob: Measured bakers cart to ascertain if it will fit in the museum. Working on the accounts.

Terry: New website up and running. Sponsors/Benefactors to be added to the website.

Mick: Museum registered with Data Protection (which is significantly changing from next June), waiting to see how this affects us. BBC Essex is interested in covering the museum opening. BBC Essex radio will mention the quiz.

Governance: David proposed and Alan seconded, nominating Mike as the Museum Director when the Working Party is dissolved and becomes the Management Group. All present voted in favour, and Mike accepted. There were no other nominations. It was envisaged that in the future the Chairman of

the Trustees and the Museum Director would be separate roles held by different people. A meeting needs to be set up to deal with the administration.

Mike's AOB:

1. Christmas cards will be sent to all those who have helped with the inception of the museum.
2. Rayleigh British Legion has been suggested as a possible new venue for the quiz.
3. Car parking fees and other out of pocket expenses will now be reimbursed for those on museum business.
4. Disability Certificate needs to be looked into.
5. It was suggested we all meet for a Christmas meal. Viv passed around a menu.
6. Utilities – we need someone to look into the Maintenance Contract for the lift.
7. How much should we bid for the Morant 2nd Edition books currently on offer.
8. Stacey's have a cabinet in their next auction. Should we bid on it and how much?
9. Quorum – we need to decide how many are required at each meeting.
10. Lanyards have been ordered for those volunteers who are not on the Working Party.
11. Mike modelled a polo shirt with the museum logo on, for consideration.

Actions.

All - Thoughts to Mike on the polo shirt.

3 to 4 of the WP to visit the museum when the builders have finished, to inspect the work.

David – Look into the Colchester Accountants.

All – look at the AIM training courses.

Sue, Alan & Linda to look into online banking.

Sue – Check the names for the Benefactors Board.

David and Viv to write a complaints letter to BT.

Bob – Inform Roger of the invoices that have been paid.

All – Look at the website and report back to Terry with any changes.

All – Remember all emails sent on museum business should include the Lottery logo.

Viv – Copy of Friends bank statement to Alan and Linda.

Sue and Viv to write the Christmas cards.

Roger – Send around ideas for next year's coach trips.

All – Utilities Officer still needed.

Date of next meeting 9.30am Tuesday 22nd December 2015 at the museum.