

## RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING.

Held at Rayleigh Town Council Offices on 25<sup>th</sup> September 2015.

### Attendees:

Mike Davies, Sue Smith, Gemma Smith, Viv Irvine, David Pymer, Margaret Johnstone, Roger Aillud and Spencer Welsh.

### Apologies:

Alan and Linda Davison, Terry Joyce, Kerry Cumberland, Cheryl Roe and Rebecca Lodge.

Minutes of last meeting: Proposed Spencer Welsh. Seconded David Pymer.

Mike asked if everyone could start their reports with any actions from the last minutes.

### Individual Tasks.

Margaret. The new RTC Heritage Trail leaflets are currently being reprinted and will be distributed to Primary Schools when available.

Spencer. Nothing further to report.

Gemma. Visited the Gift Fair at Birmingham for retail ideas. A budget needs to be set for stocking the shop. Mike stated that the shop would be selling Noel Beers booklets (20 in all at a cost of £2 each, outlay £400).

Roger. Suggested the content of the next newsletter include thanking those who helped in producing the Christmas Cards, Ernie Lanes donation, and on an insert show items for sale (calendars, cards, prints etc.) Roger is trying to find a sponsor for the newsletter, as 100+ Friends are not on email and newsletters have to be printed and posted at a significant cost of £125 + £40 postage. It was suggested the newsletter be changed from 6 a year to quarterly. Still waiting for a response from Charfleets regarding parking spaces for the museum.

David. Visited MAPP with Mike (report attached). The acquisition policy is still being worked on. Meeting with Margaret to work on the Volunteers Handbook. This will be circulated when available. Any profits from the Friends will be paid into the museum account. Documentation must be kept at a remote site.

### Any Other Business.

Viv and Sue have signed the Agreement to the Lease.

The lift has been installed but due to regulation changes more work needs to be completed, this is being dealt with by the owner.

David suggested holding a valuation day at the museum.

Due to problems with BT, the phones lines are not yet sorted.

The builder will move out in October, PE will then take 8 weeks to fit out the ground floor.

Margaret raised concerns about school parties using the lift. We cannot use the fire escape for general entry and exit (unless an emergency), as we would not be insured.

Mike asked if we wanted to sell the Rochford leaflet at the museum. We would purchase for 30p a copy and sell for 50p. Cost to us would be £15. Roger was concerned they wouldn't sell. Mike decided to purchase the leaflets as part of our "Community Involvement" and

hopefully part of a reciprocal arrangement. We need more helpers for various tasks; this could be mentioned in the newsletter.

It was decided that the chairs for the museum will be burgundy.

Total hours worked; 611

### Actions.

Mike. Contact RTC regarding booking a stall on 7<sup>th</sup> November and 5<sup>th</sup> December.

Mike. Contact the Rayleigh Review about offering a pack of Christmas cards for the competition.

David and Mike. Obtain Council Certificate.

David, Viv, Terry, Sue & Gemma. Meeting to discuss the till and computer systems. TBC 5<sup>th</sup> October.

Viv and Sue. Look into opening 2 new bank accounts for the museum. Name of accounts to be decided.

Mike, Viv and Sue. Meeting to look into the HLF Permission to start forms.

Gemma, Viv and Sue. Look into stock for the shop. Set a budget and look at costs.

Viv. Write up history of Mr. Kemp the clockmaker for the newsletter.

Sue. Send Roger wordsearch for the newsletter.

David. Send Roger profile for the newsletter.

Alan and Linda. Look into membership options for the Friends.

Roger, Linda and Margaret. Friends Dinner 2016

Spencer. Coordinate responses from the 1945 Street Party photograph.

All. Items to be sent to Roger for the newsletter.

All. Utilities Officer still required.

All. Suggestions for the £652 from Edward Francis School.

All. Sponsor a Brick.

All. If anyone can help at the Christmas lights on 26<sup>th</sup> November, please email Alan & Linda.

All. Museums in Essex. Rep needed.

All. Historic England photos, volunteer to investigate.

All. Ideas for a letterbox at the museum.

All. Volunteer to work on a High Street Timeline.

All. Volunteer needed to coordinate the cash flow.

The next meeting will be on Monday 26<sup>th</sup> October at 9.30am. This may be at the museum or at Rayleigh Town Council Offices.