

# Rayleigh Town Museum Management Group Meeting Minutes

## 26<sup>th</sup> April 2018

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Linda Davison, Cheryl Roe, Viv Irvine, David Pymmer, Terry Joyce & Karen Vassallo (from 8.10)

### Apologies

Mick Kay, Roger Aillud

### Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by David & seconded by Sue.

### Actions & Additional information

1. Completed
2. Completed
3. Kirby's Newsletter has been reduced in size so will only contain the regular paragraph about the Museum in future so no further information needs to be sent.
4. In hand
5. Completed
6. Completed
7. In hand

### Subcommittee Updates by Committee Chairmen & Additional Information

#### RTC Update (Cheryl)

Annual Town Meeting on 25<sup>th</sup> April was well attended

The Dutch Cottage will additionally be open on the day of the Trinity Fair. Visits must be pre booked via RDC.

Road closure required for the installation of the new toilets. Hoped to be by end of May/erly June.

#### Events (Sue)

Sharon asked for details of exact dates of various exhibitions for the Volunteers Newsletter. Sue advised - Trinity Fair 31<sup>st</sup> May to 19<sup>th</sup> June, Speedway 10<sup>th</sup> July to 6<sup>th</sup> August and Medieval 1<sup>st</sup> August to 6<sup>th</sup> September. Mike asked if an updated list of all future events and exhibitions could be produced and also left in the Museum for information when asked by Visitors 'what is planned'. Sue will send an updated list out.

David wanted to record that he had been given some exceptional feedback on the Titanic exhibition and talk.

Sue advised that the August event will be a quiz with 'nibbles'.

Mike advised that the new gazebo will be available early June. (Thanks to Terry for obtaining a grant to fund the major part of this)

### Volunteers (Sharon)

Sharon mentioned that Stewards seem a bit thin on the ground this month due to other commitments such as holidays. Therefore there could well be a number of sessions in May where only 2 volunteers are available.

### Coach Trips (Mike on behalf of Roger)

July trip selling out well. As at today only 7 seats left. *(Post meeting note –only 1 seat left)*

### Development (Viv)

Viv, Sue, Terry & Mike had been to see the Rayleigh Castle Timbers held by the National Trust. About 100 pieces of various sizes. Now waiting for curator advice and National Trust requirements for storage and display.

### Research (Viv)

No additional comments or questions

### Retail (Viv)

No additional comments or questions

### Acquisitions (Mike)

No additional comments or questions

### Data Protection (Mike)

Covered under agenda item below.

### Echo Archives (Mike)

No additional comments or questions

### Friends Administration (Mike)

No additional comments or questions

### Building/Utilities/Maintenance/Safety/IT (Mike)

No additional comments or questions

### Finance/Budgets/Grants (Mike)

Bank account balances advised by Viv.  
HLF bank account will be closed in due course.

### Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

Newsletter may be increasing to 12 pages from September/October. This will not affect postage cost but will allow for more pictures, increased space for some items and additional advertising thus raising more income and making the Newsletter a profitable publication.

### Press (Mike)

No additional comments or questions

### Schools Liaison (Mike)

No additional comments or questions

## **Diary**

Upcoming diary items all in hand.  
Terry will arrange the fire equipment check.  
Sue will review the First Aid box.

## **GDPR**

305 consents received so far out of 698.  
Reminders will be sent out shortly to those who have not responded.

## **Strategic Review**

Interviews taking place in the next 2/3 weeks. Mike will send out details of the schedule to everyone.

David advised that he will be working on documented policies for everything. This will take some considerable time. He will be liaising with the relevant subcommittees for each policy. Policies will eventually be available to the public via the website. Terry requested that he is advised of a full list of planned policies so that he can start to set up the new page(s) on the website. David will send a list through as soon as available.

## **A.O.B**

David advised that he is hoping to set up a meeting of the RTM Historical Society in the next couple of weeks.

David suggested that as Rebecca Lodge is no longer able to act as curatorial adviser the Museum should seek another individual to fill this role. Mike asked David to outline the requirements of the role so that it can then be considered further by the MG and/or Trustees.

Terry asked when it would be known if Palmers were able to offer any storage facilities. Mike advised that Roger may be able to obtain an answer in the next week.

Terry advised that he felt uncomfortable claiming 40p a mile mileage allowance. Mike said that he would prefer it to be claimed to ensure that no other volunteer was made to feel uncomfortable with putting a claim in for a legitimate expense. However if Terry or anyone else wanted to separately offer a donation to the Museum for the amount they had claimed that would be entirely their choice.

Sue mentioned that good quality raffle prizes would be welcome.

Sue mentioned that she had started a Future Learn course on Royal Food.

Mike mentioned that a further donation of £200 had been received from Eunice Humphries in honour of Ernie Lane's 100<sup>th</sup> birthday.

Mike mentioned the 'weeping window' of knitted poppies planned at Holy Trinity for Remembrance Day. He will be sending out details to the Friends members asking for volunteers to knit poppies for this. Linda & Viv asked if there was a pattern available. Mike will send out.

Mike mentioned that he had been invited to the 400<sup>th</sup> anniversary of the Canvey Island Dutch Cottage in September.

Mike mentioned that he had been asked if the Museum could provide some advice on cataloguing and preserving some artefacts relating to the last berth of HMS Beagle at Paglesham. He and Viv will be meeting up with the group concerned.

### **Date of Next Meeting**

Thursday 31<sup>st</sup> May 2018 at 7.15 for 7.30

### **ACTIONS**

1. **Sue** to send out updated events list
2. **David** to send Terry the list of policies
3. **David** to outline the requirements of the Curatorial Adviser role.
4. **Mike** to send Poppy knitting patterns to Viv & Linda
5. **Mike** to ask Peter E to send out a request about knitted Poppies to Friends members.