

Rayleigh Town Museum Management Group Meeting Minutes

23rd February 2017

Attendees

Mike Davies, Sharon Davies, Sue Smith, Linda Davison, Alan Davison, Viv Irvine, Gemma Smith, Sheila Chambers, Margaret Johnstone, Terry Joyce, Karen Vassallo & Cheryl Roe

Apologies

Roger Aillud, Mick Kay, Rebecca Lodge, Spencer Welsh & David Pymmer

Minutes of Last Meeting, Matters Arising, Monthly Reports, Actions Outstanding & Subcommittee Updates

Minutes agreed.

Proposed by Terry & seconded by Margaret.

Actions – Additional information

1. Completed
2. Completed. Mike also advised that Echo reporter Emma Palmer is in due course planning to do a double page spread relating to the Museum and the archives
3. Most completed but some MG members having difficulty setting up. Terry can advise.
4. Noted
5. Completed
6. Completed
7. In hand
8. Procedure written. Action ongoing as some further information needed.
9. Noted
10. Noted

Reports – Additional Information

Cheryl

Cheryl provided an update on local matters.

Restaurant at Suttons turned down.

Christmas Lights confirmed as 30th Nov 2017

Trinity Fair – plans moving on. Mike mentioned that it would be a good idea for the Museum to open longer on that Sunday due to the large crowd of prospective visitors that would be in town. Agreed to open from 10 to 5. Sharon will organise with the volunteer stewards/Duty Supervisors to do an extra half hour for each shift on that day. (10.00 to 13.30 & 13.30 to 17.00).

Remembrance Service – with Mike Lodge moving on RTC will need to take an even stronger role in the arrangements than before.

Crown Hill public toilets – no plan to close. May be refurbished or replaced but there will be some toilets in that location.

Margaret

Margaret advised that David had spoken to the Mother of a student from Greensward School in Hockley regarding work experience. Discussion still ongoing.

Cheryl mentioned that she understood that work experience is no longer planned for school pupils after the end of this school year.

Margaret mentioned lack of response from teachers/head teachers often due to 'not getting past' the school receptionist. Cheryl suggested that contact via school governors could be a good way of setting up a relationship with the school concerned.

Sue

There had been an Events Subcommittee meeting the night before and a number of things had been agreed particularly regarding the anniversary of the Museum opening.

Saturday 8th April evening there will be a small 'wine & nibbles' reception for the MG, volunteers & a number of invited guests such as Mark Francois. There will also be a cake. Cheryl offered to arrange, at her own cost, for her sister to make the cake similar to the one she did for the opening event. Her offer was gratefully accepted.

Sunday 9th April will be the Speedway event with past riders and a display of bikes between the Spread Eagle & the Museum (Roger has agreed this with Russell Best, landlord of the Spread Eagle). There will also be an exhibition inside the Museum. The internal exhibition will be set up on Thursday 6th April and run until Easter Monday 17th April. It was therefore confirmed that the Museum would open additionally on Easter Monday.

Possible alternative venues still being considered for the quiz. One of which is the Mill Hall although that would not be available in the month of December.

Prices for group visits have been agreed.

Gemma

No additional comments or questions.

Roger

In Roger's absence Mike advised that there had not been time for anything to be decided regarding the unsold calendars. Sharon mentioned that one suggestion was that they be given away to new Friends members who joined. This was agreed. Linda also suggested that they could be given away at the Kirby's Travel Fair on Saturday 25th February where Linda, Alan, Mike & Terry are representing the Museum. This was also agreed.

David

In David's absence Mike mentioned that the Airmen's memorial work related to RTTLG and should not be part of the report.

Sheila

The press will be advised of the anniversary speedway event and the craft club on St George's Day.

Linda & Alan

Friends

Friends' membership now 701

Retail

The Civic Society booklet mentioned last month has been reprinted and will be available for sale shortly.

Mustard made by Linda Lodge (The Damson Tree) will also be available for sale shortly. Additional flavours of marmalade have been delivered and are on sale now.

Maintenance

The additional glass display units are now in place. Lighting has been set up for cabinet number 4. The others are still being worked on.

Terry will chase about the fixing up of the speedway panels.

Viv

No additional comments or questions.

Mick

No additional comments or questions.

Spencer

No additional comments or questions.

Sharon

No additional comments or questions.

Karen

Budget on target.

Terry

The company for the fire certificate renewal for 20th February are no longer available.

Alternative local companies being investigated.

Other matters covered elsewhere in minutes

Mike

No additional comments or questions. Other matters covered elsewhere in minutes.

Diary

Visit Essex Membership – Finance Subcommittee to deal with.

March rent request – David to deal with.

Sharon asked when the website renewal was due as that did not appear on the diary. Terry will advise Linda of the details to add to the diary.

All other February items in hand or already dealt with.

Echo Archives

Storage at Progress Road is now full.

Further storage available from next week at the Evangelical Church although this may only be for a temporary period.

A.O.B

Margaret & Sue mentioned that they are working on topic boxes for schools - a Victorian childhood, a Victorian kitchen and WW2 initially.

Sue mentioned that the white kettle had broken and a cream one was now being used. A further kettle had also been purchased as a back-up.

Also one of the hot water urns is not working. Sharon mentioned that she had recently seen them for sale in Makros at just under £20 (exc VAT). Sue will purchase a replacement.

Terry mentioned the he felt that someone independent needs to take an overall look at health & safety type matters as the MG were probably too close to things. Mike suggested that this could be something for the new independent Trustee to look at.

Mike mentioned the latest information from the NCVO which state that the Data Protection Act (DPA) is a high priority for charities in 2017 especially with new regulations due in 2018. He will ask Mick Kay to investigate but the NCVO publication will be available in the Museum for everyone (especially the Trustees) to read.

Mike advised that someone had been found to make a 1/20th scale model of the Dutch Cottage for display.

Mike advised that the photographs are now on display on the Dixie Diner at Makros.

Date of Next Meeting

Thursday March 30th 2017 at 7.15 for 7.30 pm

ACTIONS

1. Sharon to arrange extra duty times for Stewards on 11th June. (this will be done in May when June rota being sorted out)
2. Terry to chase up about fixing of Speedway panels.
3. Finance subcommittee to deal with membership of Visit Essex due at the end of March
4. David to deal with the March rent request to RTC
5. Terry to advise Linda of the website renewal date to add to the diary.
6. Sue to purchase replacement hot water urn.