

Rayleigh Town Museum Management Group Meeting Minutes

22nd February 2018

Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Linda Davison, Mick Kay, David Pymer & Terry Joyce.

Apologies

Cheryl Roe, Roger Aillud, Karen Vassallo & Rebecca Lodge

Minutes of Last Meeting, Matters Arising & Actions Outstanding

Minutes agreed.

Proposed by Viv & seconded by Sue.

Actions & Additional information

1. Completed
2. Completed
3. Ongoing
4. Easter 2017 Figures provided (Fri - 41, Sat - 56, Sun - 22 & Mon - 26 – Sharon also mentioned that it was the last weekend of the major Speedway exhibition). Following discussion it was agreed that this year the Museum would open on Good Friday, Easter Saturday & Easter Sunday but NOT on Easter Monday. It was also mentioned that if possible we should try to get the Museum to be included as part of the RTC Easter Egg Hunt if one is being held. Mike will discuss with RTC.

Subcommittee Updates by Committee Chairmen & Additional Information

RTC Update (Mike on behalf of Cheryl)

Work has started on the new toilets in Crown Hill and they are scheduled to open on 1st April.

Events (Sue)

The one day speedway exhibition was a success and resulted in 203 visitors on the day, many of whom promised to return for the larger speedway exhibition in July.

Volunteers (Sharon)

14 volunteers now booked for the social event at Barrington's with others thinking about it. The booking has reached the minimum number required so will definitely go ahead even if not all 24 spaces booked.

Coach Trips (Roger)

No additional comments or questions

Development (Viv)

Viv mentioned that the money for the final purchase of a painting by Ken Taylor is still in the safe and also that he has not sent through an invoice for the 2 paintings the Museum has purchased. Sue advised that she will email Ken about this.

Research

2 new helpers for Accessioning are also undertaking some research. Viv will be emailing THE MG & Trustees to ascertain full details of any research is being undertaken by anyone.

Retail (Viv)

Mike asked if it was known when the new postcards would be ready. He was advised that the images will be confirmed at the next Retail Meeting in March and then an order can be placed.

Acquisitions (Mike)

No additional comments or questions

Data Protection (Mike)

Covered under agenda item below.

Echo Archives (Mike)

Mike advised that the ECHO no longer occupy any of the 1st floor of the building in Basildon which meant that all the 392 Newspaper binders had now been relocated to the ground floor. He felt that it would be likely that these may be offered to the Museum sometime soon and this raised the problem of storage as at present there is no additional space available in Progress Road. (See also AOB below)

Friends Administration (Mike)

No additional comments or questions

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

Mike mentioned that Terry & the photographic team will be undertaking the photography of the whole of Holy Trinity Church both inside & outside. Discussion on this was underway with the relevant people at the Church. It was felt that the project could take at least a year to complete if not longer.

Finance/Budgets/Grants (Mike)

No additional comments or questions

Commercial Hire/Marketing/Sponsorship/Newsletter (Mike)

April Newsletter now being proof read and should be read for 1st April.

Mike mentioned that the number of Newsletter pages may be increased in the future to obtain more advertising income. He assured everyone that the advertising space would not be allowed to overwhelm the editorial content or that postage costs would need to increase.

The historical timeline in the lift will be put in place on 8th March

Press (Mike)

No additional comments or questions

Schools Liaison (Mike)

Westering School had been in for a visit during the day and everyone involved agreed that it had gone well and that Sheila had done a good job of organising the event.

Diary

Quarterly RTC rent request due – Mike to action

Quarterly lift service due – Terry to action

New Data Protection Regulations

Both Mick & Mike confirmed that everything is in hand and the new policy document is being written.

A.O.B

Fire alarm sounded and fire drill undertaken. A review of procedures will be undertaken by the BUMS subcommittee.

David mentioned that for Accreditation the Development Plan needed updating. Following discussion it was agreed that many policy documents are probably out of date or still in draft format. It was also felt that there should be a central document list that can be reviewed regularly to ensure that documents are kept up to date. (Possibly as an additional column on the diary that is reviewed at each meeting). Additionally all policy documentation should be stored electronically on the Museum PC with a paper copy available onsite and offsite. This will be discussed in detail by the Development Subcommittee. Viv will add to the next meeting agenda.

Mike advised that the Progress Road storage facility is overflowing and needs auditing. Ideally he would like someone to lead on this and organise punters to sort it out. (Both Ray P & Peter C have offered to help but did not want to lead)

Date of Next Meeting

Thursday 29th March 2018 at 7.15 for 7.30

ACTIONS

1. **Mike** to talk to RTC about the Easter Egg Hunt
2. **Sue** to email Ken Taylor regarding money for paintings.
3. **Viv** to email the MG & Trustees for details of research being undertaken
4. **Mike** to contact RTC about the quarterly rent payment
5. **Terry** to contact the lift company regarding the quarterly service
6. **BUMS Subcommittee** to review fire drill
7. **Viv** to add policy documentation to the Development Subcommittee Meeting agenda