

# Rayleigh Town Museum Management Group Meeting Minutes

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

### Attendees

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

### Apologies

Roger Aillud, Karen Vassallo, & David Pymer

### Presentation by Neil Harris

Neil Harris of 'View Your Space' attended the start of the meeting to present a 360 degree view of the Museum which can be used on our website. Everyone impressed with the results and after some final 'tweaking' this should be available for use as required shortly. Terry Joyce is working with Neil Harris to finalise.

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

Minutes agreed.

Proposed by Sue & seconded by Viv.

### Actions & Additional information

1. Completed – 'Merrie Folk' booked for a talk in 2019
2. Ongoing – **ALL** to advise Sue of any suggestions for talks/exhibitions for 2019 - couple of suggestions made at the meeting – Roads Names & milestones.
3. Ongoing - **Terry** to investigate price of replacement battery for defibrillator
4. Completed but exact procedures still to be finalised
5. Ongoing – **Gemma** to send out note giving details of archive material wanted/not wanted
6. Ongoing - **Terry** to find out more information about the Rayleigh storage facility
7. Ongoing - **Terry** to contact inventor
8. Completed – Sue advised details of the requirements of the scheme and that it did not seem suitable for the Museum. All agreed.
9. Work in progress - **Terry & representative from Retail** to look at space issues behind Reception
10. Covered by action 7

### Subcommittee Updates by Committee Chairmen & Additional Information

#### RTC (Cheryl)

Anglia in Bloom judging was on 20<sup>th</sup> July. Result would be known in September.

New toilets – ramp being put in place shortly. No official opening date as yet.

Free Saturday parking for the month of December has been agreed by RDC.

Trinity Fair badges are now available for sale at £5 each. Money raised will be used towards future Trinity Fairs events.

All RTC CCTV cameras being removed from the High St. All the local pubs have their own CCTV cameras.

#### Events (Sue)

No additional comments or questions

#### Volunteers (Sharon)

A volunteer involved with accessioning had died unexpectedly. A condolence card had been sent on behalf of the Museum.

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

Portsmouth trip now sold out.

#### Development (Viv)

No additional comments or questions

#### Retail (Viv)

No additional comments or questions

#### Research (Viv)

There is a need for an 'organiser' for all the research being undertaken. This does not need to be someone actually undertaking research themselves. Viv will write a 'advert' paragraph which can be put in the Volunteers Newsletter and also sent to the Friends group to see if someone can be found to undertake the role.

#### Acquisitions (Mike)

No additional comments or questions

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

Directional sign in 'Barclays' flowerbed is now in place.

#### Data Protection (Mike)

Mick advised that the Museum appears to be ahead of many other companies and groups with regard to GDPR.

#### Finance/Budgets/Grants (Mike)

Bank account balances advised by Viv.

Viv mentioned a possible new fundraising scheme by Tesco. Mike asked her to send the detail to him.

#### Echo Archives (Mike)

No additional comments or questions

#### Friends Administration (Mike)

Members now 624.

Approximately 20 members not renewed from last year. Mike will be speaking to them by phone shortly.

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

No additional comments or questions

#### Press (Mike)

No additional comments or questions

### Schools Liaison (Mike)

Mike advised that the Museum will be sponsoring a cup at the Fitzwimarc Awards Evening.

Viv asked if there were any more Heritage Trail leaflets available as the Museum was running short of them. Mike advised that a new version is being produced at the moment and will be available for distributions to schools for the autumn term. *Post meeting note – further copies of current version obtained from RTC.*

### **Diary**

Upcoming diary items all in hand.

A regular check of the fridge re ice build-up and defrosting will be added to the diary.

### **Museum Policy and Strategic Review Update**

Email from David with information as follows.

#### Policy Documentation

The Commissioning Statement has been prepared and sent out. The format of each, individual policy has been decided and sent out. 'Governance' will be the first policy produced and half has been prepared in draft form. The next policy to be prepared will be 'Safeguarding, Security and GDPR'.

Mike also advised that Anne Jolly & Terry Jobson will provide a draft Strategic Review report for the next MG meeting. They will also attend the meeting to answer questions/discuss the report.

### **A.O.B**

Sharon asked for a decision as to whether the Museum would open on August Bank Holiday Monday. Last year's visitor figures were 27 adults and 7 children. It was agreed that we would open but this decision may be revisited if stewards were not readily available.

Sue advised that she has been posting Museum information via Facebook on 'Essex Mums' & 'Amos Estates'. Terry mentioned that he also supplies Amos Estates with information.

Mike advised that Roger is negotiating a possible sponsorship deal with CLS Mortgages which have recently opened an office in the High St.

Mike mentioned that the 20,000<sup>th</sup> visitor will probably be one of those on Sunday 29<sup>th</sup> July.

Mike asked if a welcome pack was still sent to new residents as it would be useful, to include some Museum and heritage information in it. Cheryl advised that RDC no longer send one out. It was suggested that local Estate Agents might send out such information. Mike will contact them to discuss.

### **Date of Next Meeting**

Thursday 30<sup>th</sup> August 2018 at 7.15 for 7.30

### **N.B. Actions on next page**

## **ACTIONS**

1. **Viv** to write research organiser 'advert' for volunteers newsletter.
2. **Viv** to send Tesco fundraising details to Mike
3. **Mike** to speak to local Estate Agents regarding 'welcome pack'.

**Plus all the following ongoing actions (2, 3, 5, 6 & 7) from June mentioned at the start of these minutes.**

2. **ALL** to advise Sue of any suggestions for talks/exhibitions for 2019
3. **Terry** to investigate price of replacement battery for defibrillator
5. **Gemma** to send out note giving details of archive material wanted/not wanted
6. **Terry** to find out more information about the Rayleigh storage facility
7. **Terry** to contact inventor