

# Rayleigh Town Museum Management Group Meeting Minutes

## 30<sup>th</sup> March 2017

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Linda Davison, Alan Davison, Viv Irvine, Margaret Johnstone, Mick Kay Karen Vassallo, Cheryl Roe, Spencer Welsh & David Pymer

### Apologies

Gemma Smith, Sheila Chambers, Terry Joyce, Roger Aillud & Rebecca Lodge

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

Minutes agreed.

Proposed by David & seconded by Spencer.

### Actions – Additional information

1. Will be undertaken in May as noted in the minutes of the last meeting.
2. Being undertaken at present, hope to be completed by early next week
3. Completed
4. Will be completed tomorrow
5. Completed
6. Completed

### Reports – Additional Information

#### Cheryl

Cheryl provided an update on local matters.

Possible noise issues for the Speedway event on 9<sup>th</sup> April – this has been discussed with the Executive Director at Rochford District Councils and the event is not seen to be a noise problem but it was suggested that a courtesy letter of advice should be sent to the residential properties adjacent to the location. Sue will draft the letter.

Councillors are now in purdah (no advertising or appearances in Press) due to forthcoming election so proposed unveiling of new heritage plaque at the Dutch Cottage will be delayed.

Anglia in Bloom launch will be at the Rayleigh Horticultural Society Show on Sunday 2<sup>nd</sup> April

Trinity Fair plans progressing well.

Remembrance Sunday plans also progressing well

Michelins Farm, near the Fair Glen interchange has 19 travellers caravans on it. Council are aware and dealing with this.

#### Margaret

Email received from a teacher at Rayleigh Primary School who would like his class to visit the Museum and have a heritage walk around town. This is in relation to a school 'nostalgia day' event on 25<sup>th</sup> June. Margaret will discuss further arrangements with the teacher.

### Sue

Quiz night confirmed for 8<sup>th</sup> December and will be at Rawreth Village Hall.

Recent meeting of Events Subcommittee had agreed an internal definition of an 'event' as something taking place in the Museum needing advertising (e.g. a talk) whereas a booking for a group to come to the Museum privately would be described as a 'visit'. Additional separate form being designed for 'visits' as requirements are somewhat different. Sue advised that the subcommittee could do with assistance with planning and set up for visits but accepted that at present there is not anyone else available to undertake this. During discussion it was suggested that the volunteers could be approached to see if any of them would be willing to help out. David will write something on this to go out in the May Volunteers Newsletter.

### Roger

Mike advised on Roger's behalf that there had been a meeting this morning with Stacey's who are very keen to run some events both in the Museum and at their own venue possibly also providing benefits for members of the Friends group. Roger will provide an update once more details are known.

### David

Historical Society has now had another meeting. Next meeting was scheduled for 11<sup>th</sup> April evening but a long standing commitment for another meeting was unfortunately not recorded in the manual diary although it was noted in the online calendar. Mike reminded everyone that before meetings are confirmed both the manual and the online diaries should be checked. However Mike said that if it is not possible to rearrange the Historical Society meeting then in this instance both meetings could take place at the same time in separate rooms.

Plans being worked on by the Schools Liaison subcommittee to hold some future exhibitions and 'hands on' events specifically aimed at children. (e.g. toy exhibition)

### Gemma

No additional comments or questions.

### Sheila

No additional comments or questions.

### Linda & Alan

No additional comments or questions.

### Viv

No additional comments or questions.

### Mick

Mick advised that he has had discussions with the Information Commissioners Office (ICO) and it has now been confirmed that there will be no need for anyone to sign anything with regard to the DPA. As long as a policy exist and everyone is aware of it that is sufficient. The policy needs some final 'tweaks' and it will then be reviewed by the DPA subcommittee before being passed to the Trustees for final agreement.

### Spencer

No additional comments or questions.

### Sharon

Sharon requested that all those on the MG who undertake the role of Duty Supervisor/Key Holder (DS/KH) please ensure that any holidays they plan to take for 5 days or more are advised to Terry for inclusion in the online calendar to aid with rota planning.

Sharon also wanted to highlight to everyone that she & Mike will be on holiday from 22<sup>nd</sup> May to 8<sup>th</sup> June and Viv will be on Holiday during the first part of this period as well. This will considerably reduce the number of DS/KH available although Peter Chubb will have Mike's keys and be able to undertake the role for some sessions. Margaret mentioned that she also has some holiday around this period. Please bear this in mind when the May/June rota is being arranged

### Karen

No additional comments or questions.

### Terry

No additional comments or questions.

### Mike

No additional comments or questions.

### **Diary**

ICO (DPA) Registration – Mick/Viv dealing with  
Friends Gift Aid – will be dealt with

Projector Maintenance – Sharon mentioned that although scheduled for April there is no specific date so not sure if it is due in April or this is warning for May. Terry to advise.

### **Echo Archives**

Mike advised that it is planned to be finished in Basildon by the end of next week. Still a considerable amount of photos to be sorted that are in Progress Road storage or the Evangelical Church. Mike will be sending out an email shortly to advise plans for sorting this material.

### **Anniversary Update**

Mike mentioned that Terry Stone has advised him that it is now planned to have 14 motorbikes at the event on 9<sup>th</sup> April

Cheryl mentioned that the cake will be ready for the evening event on 8<sup>th</sup> April and she will bring it to the Museum at about 6pm that night.

Mike referred to a recent email he had sent to everyone regarding the kind donation by Eunice Humphries of a raffle prose of Afternoon Tea for 2 at the Rayleigh Golf Club. It has to be used within 6 months so cannot be held over for the Quiz evening and as the value is about £25 it is not suitable for a raffle at a 'talk'. Therefore Mike felt it should be used for a free raffle draw at the event on 8<sup>th</sup> April for volunteers and MG members (not VIP guests) and that all names should be included whether those person is able to attend on the night or not. Following discussion this was agreed and Sharon offered to write all the names on paper to be placed 'in the hat' for the draw on the evening.

## **A.O.B**

Sue asked if we are planning to recognise the 9000<sup>th</sup> visitor (due very soon). After discussion it was agreed that the next milestone that would be recognised was the 10,000<sup>th</sup> visitor. David suggested that perhaps some form of RTM 'medal' could be awarded. He will look into this and advise. Everyone please also consider other possible ideas.

Sue mentioned that that the Museum had been offered a table in a marquee at the Leigh Heritage Day on 6<sup>th</sup> August. It was agreed that this offer should be accepted. 2/3 volunteers will be needed to staff the table which will contain information and items for sale. Please advise Sue if you are able to assist.

Mike advised that Roger is looking at changing the way the sponsors are advertised within the Museum by noting all of them on one board rather than the individual framed notices that are on display at present. Design and possible location are being considered.

Mike mentioned that there is an RNLI Quiz evening on 29<sup>th</sup> October at the British Legion Hall. He would like if possible for the Museum to have a team at this event.

## **Date of Next Meeting**

Thursday April 27<sup>th</sup> 2017 at 7.15 for 7.30 pm

## **ACTIONS**

1. Sue to draft letter about Speedway event and possible noise.
2. David to write an article for the May Volunteers Newsletter regarding assistance for visits.
3. All DS/KH to advise their holiday dates to Terry for inclusion in the online calendar
4. Terry to advise a date for Projector Maintenance for the diary
5. Sharon to write out names for draw on 8<sup>th</sup> April
6. David to investigate RTM 'medal' for 10,000<sup>th</sup> visitor
7. All to consider additional alternative ways of recognising the 10,000<sup>th</sup> visitor
8. All to advise Sue if you can assist at event on 6<sup>th</sup> August in Leigh