

Rayleigh Town Museum

Management Group Minutes of meeting Thursday 28th March 2019

Present – Mike Davies, Terry Joyce, Viv Irvine., Sue Smith, Mick Kay, Linda Davison

Apologies – Roger Alluid, Cheryl Roe, Gemma Smith, Karen Vassallo

Minutes of the last Meeting - were read and agreed

Matters Arising –

Update on outstanding items from previous meeting: - No 2 – still ongoing. Dev SC agenda item,

No 7 ongoing AC may do Namulas, No 8 ongoing with Vols SC, Nos 9 and 10 ongoing.

Actions from last meeting: -

Nos 1,2,3,5,7,9,11 ongoing – Nos 4,6,8,10 are done.

Sub committee updates – verbal updates given

Acquisitions	2 small items received
BUMS	All ongoing
Coach Trips	Arundel Castle trip is full. New coach trip for April 14 th 2020 to Tutankhamun Ex. being organised. Ticket payment required asap and will be advertised in April newsletter
Commercial Hire	Palmer's (Basildon) breakfast meeting 40 people – postponed until 11 th and 20 th June. To be finalised. Newsletter due out beginning April
Data Protection	No further update
Development	Development SC April 10 th at 7.15pm. Accessioning now 2 meetings per month. Accreditation forms from Havering Museum need completing.
DVD 2019	No further update
Echo Archives	No further update
Events	Programme for talks and exhibitions now complete for 2019. May need additional help for this SC so item for July newsletter
Finance	Budget on target. Bank statement details given.
Friends Administration	Members 686. Includes 13 on the 15 for 12 months offer. All admin ready for the renewals in May
Research	WW1 and WW2 articles are nearly finished. May need to do research for the Rayleigh Castle timbers and Dutch Cottage.
Retail	Book sale in March now set up. Unsold Calendars to be thrown away once final figures sorted.
Strategic Review	Working group met in January. New meeting t.b.a. when Roger available
Volunteers	Rota is fine. New volunteers' forms to update their information will be available soon. Refresher courses being worked on

Publicity	RAVS Publicity Officer referral DNA. Reregistered vacancy with RAVS. Echo article for the 3 rd anniversary.
Documentation	No update
Cheryl RTC/RDC	Purdah period. Civic Suite visit 10 th April at 2.00pm for those wishing to attend.

Museum Diary – All in hand or actioned

Volunteers Hours Worked – 913

A.O.B.

- Mick Kay will look into fun raising meal at Tandoori Parlour
- Mention of Cadbury World as a future coach trip
- Bow window to be repainted
- Some problems with parking at Evangelical Church
- HODS open days announced 13th – 20th September 2019
- Business rates – 20% charge waived by RDC – Mike to speak with (RDC) Cheryl to offer inclusion on Benefactors' Board
- Suggestion for 'Object of the Month' for the website and then placed in Museum to view
- Suggestion of a monthly website entry for names of the Rayleigh men who have died.
- Third anniversary of RTM opening - nearest date Museum open is 10th April and for there to be a raffle ticket given to all visitors – prize a Book and Notepad/pen

Date of the next Meeting - Thursday 25th April 2019 – 7.15pm for 7.30pm

ACTIONS

1. Mike – to ask Alan Clark to speak with Rayleigh Rotary to see if they wish to further sponsor the National Trust timbers project.
2. Mike – to speak to Evangelical Church re problems with the parking
3. Mick Kay to report back in April on the fundraising meal idea.
4. Linda – to discuss with Roger the Cadbury World coach trip idea.
5. Viv/Sue to sort raffle tickets for the 10th April.
6. Terry – to give dates for Bow window to be cleared for painting.
7. Terry – to investigate temporary cover to go on the chimney
8. Sue – Events SC to consider item for July newsletter requesting volunteer help.
9. Viv / Sue – Trinity Fair – stocks to be organised.