

Rayleigh Town Museum

Management Group Committee Meeting Held on Thursday 25th May 2017 at 7.30pm

Attending

David, Sue, Margaret, Terry, Spencer, Sheila, Gemma and Cheryl

Apologies

Mike, Sharon, Viv, Linda, Karen, Roger and Mick

Opening Remarks

David and the committee wished to formally thank Alan and Linda for all their hard work and commitment. With grateful thanks and best wishes to both.

Minutes & action points from the last meeting

Peter has identified 2 possible new local companies to deal with the lift.

All agreed to trial the new format reports for one month before raising questions.

The new letter heading is being carried forward to the next meeting.

Terry advised that he is monitoring the tables near the radiators.

We now have 2 of Mr. Crump's reports. There may still be another somewhere in the museum. Regarding the missing book on WWI Sheila found a copy on Amazon for £15. So we could possibly purchase another if the book remains lost.

All other points have been or are being dealt with.

Minutes agreed by Terry and seconded by Sue.

Subcommittee reports

Cheryl reported that there was a lot of interest in the Trinity Fair and things were progressing well. The taxi rank will be moved on the day to Websters Way car park. Lee Mead has been asked if he will switch on the Rayleigh Christmas Lights.

The anti-social behaviour in the car park is being monitored.

Margaret has received a request from Downhall School for 3 visits in June, but unfortunately due to holidays etc. we cannot accommodate them at present.

Post meeting note; Margaret has contacted the Deputy Head and asked if they would like to visit in September/October. Reply waited.

The visit by Rayleigh Primary went extremely well. Thanks to Jill for stepping in to help. The feedback from the school was very positive and it was felt that the museum was very professional. The school are having a Nostalgia Day on 25th June and it was agreed that the museum should attend.

Cheryl mentioned that several Councillors were also School Governors and that she would encourage them to mention the museum at school meetings.

Terry and Sheila would both like more pictures of school visits for the website and for publicity.

Spencer – leaflet now printed and being circulated.

Sheila The survey devised by Sheila gave some interesting feedback and results. It proved very few read the local papers and most visitors were “just passing”. 8 out of 10 Mums seems to be a good place to advertise, also U3A groups. Sheila is now advertising in Hadleigh and Rochford.

Gemma suggested that the museum holds a “Royal Exhibition” probably around November time. David and Gemma have many books and artefacts that could make up the exhibition. All agreed this was a good idea.

Terry noticed ant powder sprinkled along the whole of the outer wall along the alley. This is being monitored.

Sue has ordered some small toys to sell during and after the toy exhibition. If not sold she will take them back, if not required.

Financial Report David read out the bank balances. Thanks to Viv for supplying.

Design of Museum All agreed more labelling is required around the museum. For example the Stick Barometer, more on the silver cups etc. A few changes have already been discussed re moving items around i.e. research corner. Any more ideas welcomed.

Toy Exhibition Thanks to all who contributed items, Alan Davison, Gemma and Sue Smith, Gavin Keys, Sheila Chambers, Derek Bill. Thanks to Sue and Gemma for all the labelling, and thanks to David and Margaret for their hard work. Cheryl thought the exhibition was very impressive and looked professional. We need lots of photographs to publicise the event. Sheila suggested some feedback from visitors to ascertain how many had come in to specifically to see the exhibition. Duty Supervisors will ask as people enter.

Future Events and fundraising We need to keep the footfall up, several ideas were discussed on how to do this. Some ideas were not deemed appropriate. Sue suggested an afternoon tea, and Sheila expanded on this idea by saying we could have a speaker and tea. This will be for the Events Sub to decide. Sue suggested better signage on the donation boxes in line with other museums. Post meeting note; this has been done and sent to the museum computer for approval and printing.

Contingency Planning We must all be aware of stress levels. Recent events have highlighted that we need more back up for the MG. It was suggested that an article in the Volunteers newsletter asking if anyone would like to do more, may be useful.

A.O.B. Jill Welsh and Peter Chubb are now Duty Supervisors.

It was decided that the request to hire the museum at short notice on BH Monday was not feasible. The enquirer has been contacted.

David would like the footfall during the Toy Exhibition to be monitored.

Actions

1. The OLOR fete is on 1st July can anyone help on the day?
2. All – layout of the museum ideas to Dev Sub
3. All – ideas for fundraising
4. A further 3 sets of keys would be useful. Terry will check the price?
5. David and Margaret to call a Volunteers Meeting as they have not met for some time.
6. Article regarding more help required to go in the volunteers newsletter.

Date of next meeting

Thursday 29th June 2017 at 7.30pm

Cheryl sends her apologies for the next meeting.