

RAYLEIGH TOWN MUSEUM

Minutes of the MG Meeting held on 22nd November 2018

Attending

Cheryl, Sue, Terry, Linda, Karen and Gemma

Apologies

Mike, Viv, Mick and Roger

Minutes and Action Points from Previous Meeting

1. Done
2. Suggestions for carpet ongoing
3. Rota checked
4. Ongoing
5. Done
6. Ongoing
7. Done
8. Done
9. Done

Matters Arising

Thanks to Cheryl for chairing the meeting.

Should we keep a paper copy of the MG meeting minutes? Cheryl advised that RTC keep a paper record on file.

There are 4 new volunteers to interview. This may be deferred until later, but is in hand.

Minutes proposed by Karen and seconded by Terry.

Verbal subcommittee updates

RTC Cheryl – Christmas Lights Event is all in hand. Cheryl advised that the new Reverend at Holy Trinity would like to hold an open air service in King George's playing field on the day of the Trinity Fair, terms have not yet been approved. The Barclays Bank flower bed should be attended to twice a month. Two SIA's have been employed to cover Wednesdays and Saturdays in the run up to Christmas. They have engaged with the traders and made regular reports back. They are a visual presence in the town.

Finance Karen – Nothing further to report, everything tickling over nicely.

Linda read out the museum bank balances. All invoices must be sent to the museum computer or the museum postal address, so a record can be kept. There may be exceptions for delivery purposes. Terry is changing the email addresses accordingly.

Friends, Retail and Coach Linda - Friends currently stands at 662.

Calendars are selling slowly. Cards and calendars will be on sale at the quiz and the Fitzwimarc Christmas Fair. All the coach trips for 2019 are booked.

Research Gemma - reported all the WW1 files were now up to date as far as possible. The Christmas Tudor information is still being worked on.

Maintenance Terry – the magnetic strip which holds the mat down needed cleaning and resticking. The fire alarm has been serviced. Terry has asked for the potential cost of linking the fire alarm to a phone, the same as the alarm. Initial cost would be approximately £200.

Terry reported there had been 78,000 views on Facebook of the poppies at Holy Trinity Church. There is now a master link on the computer desktop containing all the forms/policies etc. used in the museum.

Events Sue – talks for 2019 all in hand, exhibitions outlined. Tudor Christmas exhibition will be set up on Monday 26th November.

RRAVS Carol Service

This Carol Service is at Holy Trinity Church on 9th December at 3pm if anyone would like to attend.

Palmers Carol Service

This is at Holy Trinity Church on Tuesday 11th December at 6pm for a 6.30pm start. Donations are being shared between the Museum and the Poly Parrot appeal.

There are 54 volunteers and Friends so far booked to attend this event.

Diary

PAT to be moved to January

Any Other Business

A discussion was held regarding having 1 or 2 meetings a year in the afternoon, but as Viv, Linda, Sue, Karen, Cheryl and Gemma are all unable to attend on a Thursday and other afternoons this was deemed unworkable. This has been discussed with Roger who is quite happy not to attend MG meetings. This will be held open for review.

A discussion was also held on the "verbal" subcommittee reports which seem to be working well, and are much less work. The written reports were mostly copied from the last minutes of the relevant subcommittee, so it was decided to carry on with the verbal reports, on a 3 month trial. On Monday 17th December Sue and Viv are organising a general tidy up (especially the cupboards) and clean in the museum. Anyone is welcome to pop in and help from 10am onwards. Thanks.

Actions

1. Sue – send details of events to Roger
2. All – suggestions and help with writing the museum Christmas cards.
3. Terry – check on lift service and CCTV
4. Viv – check rent request to RTC.
5. All – any help on the 17th December to clean and tidy the museum.

Date of next meeting

Thursday 20th December 2018 at 7.30pm