

# Rayleigh Town Museum Management Group Meeting Minutes

## 19<sup>th</sup> September 2017

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Gemma Smith, Viv Irvine, Margaret Johnstone, Roger Aillud, Linda Davison

### Apologies

Cheryl Roe, Terry Joyce, Mick Kay, Spencer Welsh, Rebecca Lodge, Karen Vassallo & David Pymmer.

Spencer has now stood down from the Management Group so will not be attending further meetings although he will still be undertaking the role of Trustee. Many thanks to Spencer for all his hard work.

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

Minutes agreed.

Proposed by Roger & seconded by Sue.

### Actions & Additional information

1. Completed
2. Completed
3. Completed
4. Completed
5. Ongoing
6. Completed.
7. Completed
8. Ongoing
9. Completed
10. Completed
11. Ongoing

### Subcommittee Updates by Committee Chairmen & Additional Information

#### Events (Sue)

It has been decided that allowing for space in Rawreth Village Hall there will be 100 tickets available to sell for the December quiz night.

Davis Pymmer has had to cancel his talk in October but Trustee David Williams has stepped in to cover that date with his talk Pounds, Shillings & Poverty.

#### Schools Liaison (Margaret)

Margaret still waiting to hear back from representatives of the Rayleigh Schools who have all been invited to a meeting in the Museum. She & Sue will be making further 'chasing' phone calls to the schools who have not yet responded.

#### Volunteers (Sharon)

The Volunteer Meeting on 11<sup>th</sup> October will include some till training (Viv & Linda), Evacuchair training (Terry) & lift emergency training (Mike). The plan is to split attendees into 2/3 smaller groups and get them to move round to each section to cover the various areas.

#### Coach Trips (Roger)

No additional comments or questions.

Building Survey (Mike on behalf of David)

No additional comments or questions.

Data Protection (Mike on behalf of David)

No additional comments or questions.

Finance (Mike on behalf of David)

No additional comments or questions.

Health & Safety (Mike on behalf of David)

No additional comments or questions.

Historical Society (Mike on behalf of David)

On hold for the time being.

Development & Research (Viv)

Development & Research Subcommittees have been 're'-merged. However some members have reservations about this. Mike advised that it is up to individual subcommittees to discuss and decide upon.

Retail (Viv)

No additional comments or questions

Maintenance & Utilities (Terry)

No additional comments or questions

Acquisitions (Mike)

Dolls House now in place in the Museum and the open 'display rooms' will be protected by a Perspex cover.

Echo Archives (Mike)

The many boxes of Southend area photos are being removed from Progress Road storage on 2<sup>nd</sup> October. The boxes stored currently at the Evangelical Church will therefore be moved to Progress Road on 10<sup>th</sup> October.

Friends Administration (Mike)

Current membership numbers 646

Hire & Marketing (Mike)

Hire & Marketing Subcommittees have now been merged. (also includes sponsorship & Newsletter)

Party Perfect catering company (run by the wife of Trustee Terry Jobson) has been approached and will be used as required.

As the hire leaflet states 'unlimited tea & coffee' it has been decided that the Hire Subcommittee will purchase separate supplies of tea, coffee, sugar etc. for bookings and will bring in to the Museum as required to ensure that there is no impact on other events being held.

Stacey's 'Rock & Retro Auction' event for the Museum is planned for Thursday 28<sup>th</sup> September from 5.30 to 8.00pm with a raffle, auction advice and drinks & nibbles. Roger, Maureen, Sharon & Mike will be manning a table with information about the Museum. The event has been advertised to Museum Friends and also to Stacey's address list. The actual auction takes place on Saturday 30<sup>th</sup> September.

Roger advised that the October Newsletter is in need of a 'front page' article. Sue will provide this on the subject of events that have taken place in the Museum during the summer months.

All articles for any Newsletter should be sent to both Sheila (for proofreading) and Roger.

Proofreading is not working quite as hoped so the process will be reviewed at the next subcommittee meeting.

#### Press (Mike)

No additional comments or questions.

#### **Finance/Sponsorship/Benefactors/Grants**

Mike reminded everyone that they all had a responsibility to consider new income streams. In the opening year there was a large amount of money received from benefactors as one off payments so income for the current year is considerably less. New benefactors and sponsors and other ideas for generating income need to be actively looked at by everyone.

#### **Diary**

All items for September in hand.

It was agreed that for Christmas lights switch on 30<sup>th</sup> November the Museum will be open from 2.00 to 6.00pm as well as having a stall and gazebo outside. Sharon, Viv & Linda will act as the stewards in the Museum. Mike will be on the outside stall and will sort out some volunteers to help with the set up and manning of the stall.

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

Sue & Viv advised that more help is need with accessioning and sorting out of boxes etc. which could perhaps be done in quiet moments by willing stewards. Some confusion arose as most members felt unable to sort anything without considerable guidance and distinct criteria as to what should be/can be looked at/moved/not touched etc. etc. Mike suggested that a detailed plan needs to be provided. *Post meeting note – Sharon has offered to do some sorting and is discussing the details with Sue & Viv. Additionally a request for more accessioning volunteers will go in the next Volunteers Newsletter to see if any of the newer volunteers who may not be aware of the work are interested.*

Mike advised that Mr Negus a Friends member who now lives in New Zealand has decided to donate his father's Arctic Star medal to the Museum and will be handing it over personally on Remembrance Sunday when he is in the UK.

Terry Jobson (Trustee) who lives within a short walking distance of the Museum has offered to act as an emergency callout person for alarm calls/lift problems. It was therefore confirmed that an extra set of keys needs to be purchased and made available in a secure key box at the back of the building. Mike will request Terry Joyce to progress this.

Following the discovery that both gas masks in the Museum may have asbestos in their filters they have both been sealed up and made safe for the present. However this has also

highlighted that the Museum is legally required to have an asbestos survey undertaken. This is being investigated but unfortunately will be quite costly.

**Date of Next Meeting**

Thursday 26<sup>th</sup> October 2017 at 7.15 for 7.30

**ACTIONS**

1. **Sue** to provide Roger with Newsletter article
2. **Mike** to sort out volunteers to help with setup and manning of the outside stall at the Christmas Lights switch on.
3. **Mike** to ask Terry to progress with the purchase of a set of keys and a key safe.