

RAYLEIGH HERITAGE CENTRE WORKING PARTY

Minutes of Meeting held in the Rayleigh Town Council Chamber 28th August 2013 at 10.00am

1. Attendees

Mike Davies (Chairman), Cheryl Roe , Peter Waghorn, Spencer Welsh, David Geach, Sue Smith, Viv Irvine, Tony Harvey.

Mike welcomed a new member to the group, Viv, who is well known locally in a number of local heritage related groups.

2. Apologies

Kerry Cumberland, Gemma Smith, Suzanne Geach, Eddie Dray, Ron Choppen

3. Minutes of Last Meeting

Approved by Spencer, seconded by Sue and signed by the Chairman.

4. Matters Arising

As per the general discussion

5. Update by Mike

LIFT... Mike is still awaiting details from the Todman Family Trust regarding 2 further quotes for the lift. This is of course key to the project and the continued delay is frustrating.

SURVEY.....A total of 380 people have so far completed the survey and Mike is hoping that this will rise to in the region of 500 which will be a sufficient number for our purposes.

REGISTERED CHARITY.....Eric Skinner has agreed to undertake the paperwork but until we are able to confirm the exact name for the centre he cannot proceed.

LEASE..... Mike is awaiting development with the lift before approaching the Todman Family Trust for a draft lease. We will also need a written agreement, over a similar term, with Rayleigh Town Council. David Game at ELS Cole Solicitors of Rayleigh will deal with this for us. Fees have yet to be discussed.

RRAVS.....The Heritage Centre has joined RRAVS and we have asked them to circulate its membership asking for Working Party volunteers (especially a Minute Secretary!!!). To date one person has come forward (Gordon Raymer—who will deal with our website and database issues.)

TASKS.....Mike expressed disappointment that there are still far too many gaps in the names allocated to the many tasks that the Working Party needs to undertake if the project is to succeed. He asked for members to study the list and to try and help where possible.

SET UP COSTS.... Thanks to Spencer for drawing up the “first” draft as to the costings to the various rooms. This is a key element that MUST be completed before we can apply to the Heritage Lottery Fund. Can members please give the matter some further thought?

POST MEETING..... I suggest we hold a site visit to try and make progress with this issue before the date of our next meeting. I know that Spencer and Tony are on holiday but could other members please contact Mike (and each other) with some dates they are available--- say for 1 or 2 hours--- to start drawing up some more detailed plans....how about 17th/19th/20th or 23rd Sept...any takers???

PLANNING.....Mike is still waiting to hear from RDC re some pre planning advice.

VAT..... Mike has spoken with a VAT officer who confirms that we will have to pay VAT on the lift installation (only care/nursing homes exempt). Peter did some good work on this complex subject and will prepare a short paper to confirm that we will not need to register for VAT as the complexities far outweigh any possible benefits.

WEBSITE.... Gordon is now onboard (I will invite him to our next meeting) and Spencer has designed an excellent logo. I have sent a note to the Town Clerk to make absolutely sure that it is not in conflict with the RTC logo and then we can start to build up the website.

ERO..... Mike gave details of a very informative meeting he had with the Essex Records Office (with Noel Beer). The key points to come out were;

A concern regarding the name of our centre and the distinction between a Heritage Centre and a Museum.

Whether the HLF can give grants to 2 "Museums" in the same town at the same time.

Whether we have Matt Harwood –White from RDC on board.

Our collection/acquisitions/disposal policy needs to be in place.

A number of other matters of detail were discussed as per Mike's previous note to the group.

The ERO are happy to give advice and guidance on an ongoing basis.

The ERO support our project.

POST MEETINGMike has arranged a meeting between Matt/ERO/Mike in Sept. Mike spoke to the HLF who are relaxed about the name and also confirmed that they do give grants to more than one organisation in a town (for example...Cambridge)

FRIENDS....Mike thanked Suzanne and David for the work on the Friends documentation. We cannot further fine tune until the project is further progressed although Mike did mention one VERY KEY point;

Who is going to run the Friends group on a daily basis?????. Any volunteer/s?????

Peter mentioned the option of a "supporters" group and Mike has subsequently sent a note to Peter as we did not have sufficient time during the meeting to obtain more details.

Mike concluded the meeting with a key message to all members:-

We do not have a limitless amount of time to deal with all the logistics of this project and without more detailed investigation by members of the group.....and more members to join us... I fear all our hard work to date may be in vain. If anyone can help (more than they already are) or can find people with the time and skills to help us in the short term it would be greatly appreciated.

The "TASKS" list needs to have a lot fewer gaps by this time next month.

6. A.O.B.

None

Date of Next Meeting - Thursday 26th September at 2 pm...Same venue.
